



Siuslaw Education Foundation

P.O. Box 2946

Florence, OR 97439

www.siuslaweducationfoundation.org

Siuslaw Education Foundation, Florence, Oregon

Request for Proposal for Services – October 1, 2018

BLUEPRINT FOR SUSTAINABLE ORGANIZATION DEVELOPMENT AND FUNDRAISING

The Siuslaw Education Foundation (SEF) has received a grant from the Oregon Community Foundation to fund a one-year, part-time contract position for a Development Specialist to improve SEF's capacity to increase donations and fundraising income, and to better identify grant sources meeting SEF goals and objectives. SEF's goal is to raise \$100,000 in SEF funds in the next three years. The Develop Director will receive a base salary .

SCOPE & GUIDELINES

The Foundation requires the services of a fund development professional to support its efforts in raising funds for its strategic priorities and in supporting stewardship efforts with donors to the Foundation. This project will include the following tasks:

- To identify and implement options for three small fundraiser events (less than \$10,000 in proceeds) during the contract period.
- To identify and implement options for one large annual fundraiser (greater than \$10,000 in proceeds) during the contract period.
- To identify grant sources meeting SEF objectives and goals.
- To research and write procedures for cultivating and managing bequests and large donations and present it to the board of directors.
- To identify and implement other active and passive ways to fundraise, especially those best suited for a newly-formed small non-profit with no staff
- To design and implement strategies to elevate SEF's Internet and social media presence, including website, Facebook, Twitter and Instagram.
- To work with the SEF board of directors to develop and maintain the structures and follow up necessary for project fundraising success.
- To attend monthly board meetings.

QUALIFICATIONS

- **Relevant education and work experience to address goals**
- **Knowledge of non-profit organizations and legal parameters of their operations**
- **Experience with grant writing, fundraising and project management**
- **Excellent communication skills, both written and interpersonal**
- **Research skills**
- **Writing skills**
- **Marketing skills**
- **Cyber and computer skills**
- **Ability to take initiative, work independently, and complete tasks in a timely manner**
- **Ability to harmoniously collaborate with a variety of diverse people**

APPLICATION

Please submit:

- **Resume of skills and relevant experience**
- **Description of three successful projects that demonstrate your suitability for this project**
- **Names and contact information for three current references**
- **Timeline for proposed services, not to exceed one year from hire date**
- **Fee expectations, including time and travel**

EVALUATION CRITERIA

- **50% experience**
- **25% fee expectations (salary, travel, expenses, grants indirect)**
- **25% timeline for completion of proposed services**

TIMELINE

Proposals are due to SEF no later than October 15, with hire date of November 1, 2018

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Or electronically to Suzanne@siuslaweducationfoundation.org

It is the responsibility of the candidate to ensure that the application arrives to the Foundation. The Foundation is not responsible for lost or misdirected proposals. The Foundation reserves the right to not hire any respondents, or to re-release the RFP.

If you require clarification or have questions, please call Suzanne Mann-Heintz, board president, at 541-590-0779. Answers, along with questions submitted may be shared with all potential candidates.

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