



Request for Proposal for Fundraising Consultant

Environment Lethbridge is seeking proposals from Fundraising Consultants to develop a fundraising plan and strategy for the organization.

Organization Overview

Environment Lethbridge was founded in 2012 with a mission to inspire community action towards sustainability. Environment Lethbridge is focused exclusively on urban sustainability within the City of Lethbridge. In 2017, Environment Lethbridge published Lethbridge's first State of the Environment report which analyzed key environmental health indicators for the City.

Environment Lethbridge's main focus is on encouraging residents to learn and take action on environmental issues. Key programs include:

- Reuse Rendezvous
- Seedy Saturday
- Environment Week
- Blue Sky Thinking

In 2015, Environment Lethbridge received its first significant funding through a fee-for-service agreement with the City of Lethbridge. Since then, additional funds have been received through grant funding and in smaller amounts from donations and sponsorships. Diversifying and expanding this funding base is a key priority and the focus of this RFP. More information about Environment Lethbridge can be found at www.environmentlethbridge.ca

Scope of Work

Environment Lethbridge is seeking a Fundraising Consultant with a proven track record for creative excellence in developing fundraising plans and developing organizations' fundraising capacity. The consultant's responsibilities will include:

1. Fundraising Plan

In consultation with Environment Lethbridge, develop a comprehensive fundraising plan and sponsorship plan that is in alignment with our mission/vision/values, current strategic plan and capacity and includes a clear implementation plan.

The fundraising plan should include:

- recommended acquisition strategies and materials to support annual fund development from grants, sponsorships, and individual donors.
- prospective granting, sponsorship and donor opportunities for Environment Lethbridge

2. Fundraising Materials

Following the development of the Fundraising Plan, develop donor-centric materials to support the implementation of the recommended strategies. This will include a review and refinement of a Case for Support.

3. Fundraising Support

Provide training for staff and volunteers at Environment Lethbridge so that they can competently implement the fundraising plan. Providing ongoing consulting/ coaching during the first six months of implementation.

Budget

The budget for this RFP is not to exceed \$10,000, inclusive of GST.

Schedule

Call for Proposals posted September 26, 2017

Proposals due October 13, 2017

Consultants short listed October 16-17, 2017

Interviews conducted October 19, 2017

Consultant selected October 25, 2017

Project begins November 1, 2017

Project completion March 31, 2018

Submission Requirements

All proposals must include:

1. A cover letter to the attention of Kathleen Sheppard, Executive Director.
2. Address how the Scope of Work will be accomplished, including a timeline and deliverables.
3. Proposals must outline the qualifications of the consultant.
4. Proposals should clearly demonstrate that the consultant has familiarity/ knowledge of local, regional and national fundraising approaches and Environment Lethbridge's stakeholders and position in the community.
5. Proposals must clearly outline the responsibilities of both Environment Lethbridge and consultant.
6. A minimum of three (3) references from clients that have received similar services.
7. Proposals must be submitted by Friday, October 13, 2017.
8. All Proposals should be submitted electronically either in PDF format or Microsoft Word to info@environmentlethbridge.org

RFP Questions and Responses

All questions pertaining to this proposal, including requests for Environment Lethbridge Strategic Plan, can be addressed to Kathleen Sheppard, Executive Director at info@environmentlethbridge.org

Statement of Non-Commitment

Issuance of this RFP does not commit Environment Lethbridge to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP.