



December 15, 2023

Tempe Community Council (TCC) invites proposals for a fund development specialist.

TCC, a 501(c)3 non-profit, is committed to addressing immediate and long-term human service needs in Tempe. A nonpartisan organization, TCC serves as a means for individuals and organizations to work together to identify and plan for needed human service programs in our community. Our unique model of including residents to make decisions is an example of what makes Tempe a great city. Its mission is to connect those in need with those who care. TCC does this by convening community, conducting research, determining priorities, implementing effective programs, and exemplifying prudent stewardship of resources.

We have identified fundraising as one of our priorities as part of our five-year strategic plan. Our organization seeks to contract with a fund development specialist to assist in accomplishing our fundraising and grant writing efforts to support existing and proposed programming for our three major annual events: Don Carlos Humanitarian Awards, Celebrating Champions for Youth and Care Fair Tempe on Tempe Health & Human Services Day. Through the following Request for Proposal (RFP), TCC seeks bidders to provide the services and specifications outlined in the following attachment. Details are outlined regarding selection criteria. Please submit your completed proposal by January 22, 2024 for first reviews.

Thank you for your consideration, and we look forward to reviewing your submission.

Sincerely,

Octavia Harris  
Executive Director

Lauri Erickson  
TCC Board Member  
Fund Development, Chair

## **About Tempe Community Council**

Founded in 1972, Tempe Community Council (TCC) was formed to give Tempeans a central place to discuss needs for human services and ways the needs could be met. TCC incorporated and received its 501(c)3 tax exemption in 1976 and became a United Way agency soon thereafter.

TCC is dedicated to working in partnership with the City of Tempe, community organizations and dedicated individuals to serve as planner, researcher, advocate and resource to advance the human services in Tempe for all our residents.

**Budget:** Hourly; Submissions should include a detailed proposed budget

## **Proposed Scope of Services**

- Cultivate new donor relationships and maintain existing donor relationships to successfully fund Don Carlos Humanitarian Awards (each fall), Care Fair Tempe on Tempe Health & Human Services Day (each spring) and multiple programs
  - Liaise with prospective, current and past major donors
  - Produce appropriate stewardship materials for selected contributors and delivery as needed
  - Ensure all sponsor benefits are clearly articulated
  - Achieve annual fundraising goals within 12 months of contract effective date for annual sponsorships \$70,000 and donor contributions: \$60,000
- Work closely with Executive Director, volunteer Board members and more specifically the fund development committee to develop and maintain the structure and follow-up necessary for organizational funding success:
  - Coordinate fundraising plans, events and activities with assistance from Executive Director, Board, volunteers and staff.
  - Coordinate and develop case(s) of support (case statement), proposals and follow-up either independently or in concert with volunteer committees and staff
- Lead the way maintaining and updating organizational fund development plan and complete prospect research incorporating individual, foundation, and corporate prospects, with the assistance of the Executive Director and Board of Directors
  - Fund development efforts will include focusing on unrestricted fundraising goals for Tempe Community Council and Together Tempe donations made directly to TCC
- Research and compilation of appropriate grants for submission
  - TCC will provide access to a grant research database
  - Maintain and update existing grant data
- Writing and submission of grants
  - Executive Director, staff, Board and select volunteers provide subject matter content for any grant writing tasks and role will coordinate on time submission

## Deliverables

All deliverables must be provided to TCC in hard copy and electronic format, suitable for ongoing customization. Deliverables include:

- Reviewed and updated Case for Support
- Donor engagement, methods and outcomes
- Drafts and final copies of all submitted grants/proposals
- Data entry into TCC provided donor database
- Attend TCC Board and monthly fund development committee meetings as appropriate and all fundraising events and activities
- Monthly detailed activity reports including metrics submitted to TCC Executive Director
- Quarterly and annual review and update of written fund development plan with written summary of prospect search and achieved results that is aligned with the organization's budget and written five-year plan

## Selection Criteria

During the review process, we will focus on the following areas, which are considered pivotal to the success of the project and your company's partnership with Tempe Community Council.

- Understanding of fundraising goals as demonstrated in proposal
- Experience
- Client testimonials/References
- Flexibility
- Proposed Budget

## Proposal Requirements

Only complete proposals will be considered. A completed proposal should include the following documentation.

- Cover letter
- Company overview
- Executive summary
- Detailed proposal including subtotal costs for deliverables and total budget costs
- Cost inventory
- Proposed timeline
- Three professional references including mailing address, email address and phone information for each
- Other supporting documentation that may assist in selection

Completed proposals should be submitted to [octavia\\_harris@tempe.gov](mailto:octavia_harris@tempe.gov). All attachments must be in .pdf or .doc/docx file format.

## Timeline

Send out SOW/Request bids	December 15, 2023	Staff
Proposals Due to TCC office	January 15, 2023 at 6pm	Contractors/Consulting firms

Review of Proposals, short list identified, references contacted, and interviews scheduled with finalists	January 16–23, 2024	Board and Staff
Interviews Conducted	January 24-29, 2024	Board and Staff
Final Decision and Selection	January 31, 2024	Board and Staff
Estimated Start Date	February 1, 2024	Consultant, Board, Staff

**Contact Information**

Questions regarding this request for proposal and any information outlined herein should be directed to:

Octavia Harris  
 Executive Director, Tempe Community Council  
 octavia\_harris@tempe.gov  
 480.858.2300