



Latino Service Providers Request for Proposal (RFP)

Consultant for Fund Development

I. Introduction:

Latino Service Providers (LSP) is seeking proposals from qualified consultants to assist in the facilitation of a fundraising campaign for the organization. We are looking for an experienced professional with knowledge of the Latino community, fundraising communities, and a proven track record in campaign facilitation.

II. Objectives:

The selected consultant will contribute to the success of the fundraising campaign by providing expertise in the following areas:

1. Design and development of a Fundraising Plan.
2. Convening of the campaign committee.
3. Development of a prospect list, with a focus on identifying lead donors.
4. Creation and refinement of campaign materials.
5. Oversight of campaign progress through regular meetings.
6. Execution of prospect visits, cultivation events, and appeals.

III. Qualifications:

The ideal candidate should possess the following qualifications:

1. Knowledge of the Latino community in Sonoma County and Sonoma County leaders.
2. Specific knowledge of fundraising communities.
3. Previous experience or transferable skills in campaign facilitation.
4. A sense of personal interest in the mission of Latino Service Providers and the community it serves.

IV. Proposal Submission:

Interested consultants are invited to submit a proposal. Proposals will be accepted until the position is filled and should include:

1. Cover Letter: Briefly introducing the consultant and expressing interest in the project.
2. Resume or Curriculum Vitae: Highlighting relevant experience.

3. Proposal Narrative: Detailing the consultant's approach to addressing the objectives outlined in Section II.
4. References: Contact information for at least three professional references.

V. Proposal Submission Deadline:

Submit proposals to Stephanie Manieri at smanieri@latinoserviceproviders.org. Proposals will be accepted until the position is filled.

VI. Selection Process:

LSP will review the proposals and may schedule interviews with shortlisted candidates. The selected consultant will be notified once a decision is made.

VII. Budget:

The estimated budget for this consultancy is \$12,500, based on approximately 150 hours at a rate of \$85/hour. The budget should include all expenses associated with the consultant's work.

VIII. Additional Information:

For additional information or clarification, please contact Stephanie Manieri at smanieri@latinoserviceproviders.org or 707-909-7559.