

Capital Campaign Consultant – Request for Proposal

September 11, 2020

Sunshine Coast Community Services, the largest non-profit on the Sunshine Coast, is seeking proposals from qualified, experienced firms or individuals to develop a capital campaign proposal to raise money for our new development project to build affordable housing for women and children layered on top of enhanced support program space for the whole community on the Sunshine Coast.

The consultant will work with members of the SCCSS Board of Directors, community volunteers and staff to develop a multi-faceted capital campaign and fundraising strategy. The candidate must possess recent experience in capital campaign planning and be familiar with the community of the Sunshine Coast and the fundraising environment.

About Sunshine Coast Community Services:

Sunshine Coast Community Services, the largest nonprofit on the Sunshine Coast, has been making our community stronger, safer and more resilient since 1974. Our organization supports over 5000 community members through 35 programs in four main areas: Community Action & Engagement, Child and Family Counselling, Child Development & Youth Services and Together Against Violence.

- Our new facility will house over 30 programs in one location, including increased food security programs, a commercial kitchen, counselling space, family programming, increased outdoor programming space
- This project will build 34 units of affordable housing for women and women with children on top of support programs for the community
- The province of BC is funding the majority of the space with SCCSS responsible for “own funds” portion of the project (approximately \$7,000,000). The goal also includes a number of anticipated grants already submitted. Additional grants will need to be applied for as well.

Expected Outcomes:

Starting the work October 1, 2020 or sooner, the successful candidate will complete the following over 12-18 months:

- Implement and build upon an existing capital campaign plan and fundraising strategies.

VISION | An engaged, healthy and thriving Coast

MISSION | Fostering social equity on the Sunshine Coast by creating opportunities for people to achieve their full potential

- Build on the development of existing collateral materials, including a case for support, required for general fundraising strategy.
- Train Board, staff, volunteers on fundraising best practices and involvement.
- Develop a plan/strategy for ongoing donor stewardship and donor cultivation.
- Develop a plan/strategy for ongoing donor tracking and recognition and capital campaign recognition.

Proposal Content and Requirements:

The following should be addressed in your proposal:

- Your vision and objectives for the project, as well as your understanding of the work to be undertaken;
- Your approach to the project;
- The proposed schedule of milestones, activities and duration;
- Your expectations of Board, staff and volunteers during each phase of the campaign process;
- Your firm's and your personal experience with similar projects; and
- The project lead, the individual who will have day-to-day responsibility for the project and his or her relevant qualifications and experience.

Proposal Submission:

All questions can also be directed to Devon Kennedy at dkennedy@sccss.ca. Proposal submission closing date is **September 18, 2020** at 4:30 p.m.