

RFP Name: **Strategic Consultant. Donor Initiatives & Special Projects**  
Date Issued: March 17, 2021  
Email address: RFPDisp@wpfund.org  
Submittals Accepted Until: April 5, 2021

### DONOR INITIATIVES & SPECIAL PROJECTS STRATEGIC CONSULTANT

[Wellspring Philanthropic Fund](#), a private foundation that supports the realization of human rights and social and economic justice for all people, is seeking a strategic consultant or a consulting team to support the Donor Initiatives team with the development of a three-year strategic plan (2022 – 2025) for one of its initiatives. The consultant(s) will lead and engage in an iterative drafting process of a strategic framework which will consist of input and revisions from WPF staff. This is a remote consultancy.

#### WHAT -- Expected Deliverables

1. A realistic time-bound strategic workplan for the next three years with clear grantmaking priorities. The final document should include an executive summary, a thorough landscape analysis of the funding gaps, opportunities, and trends in the field of *civic engagement of BIPOC, Youth, and Immigrant populations in specific states*, key constituencies and demographics, and potential for WPF to make a meaningful contribution. The workplan should clearly define a long-term goal, expected outcomes, activities, and some examples of organizations/prospective grantees.
2. A framework that can be evaluated and tested upon completion of year 3 of grantmaking.
3. Recommendations for internal programmatic support infrastructure, more specifically, the strategic consultant(s) will support the Director with the drafting of a program officer job description. This role will be shaped based on the strategic planning and their main role will be to help drive the strategic plan.
4. Mid-point and end-point client presentation to review findings.
5. Producing and presenting a final report (10-20 pages, with a one-page executive summary)

The strategic consultant(s) will be responsible for:

- Planning and facilitating strategic planning sessions with staff, donors, network organizations, and key stakeholders in multiple time-zones and guide the consensus and decision-making process.
- Developing all relevant materials for meetings/calls/and other engagement with stakeholders.

#### HOW -- Expectations from our partnership with the consultant(s) and the process

- **Leadership and stewardship:** The strategic consultant(s) will report to the Director of Donor Initiatives and will lead the process throughout all stages of the development of a three-year strategic plan, from design; facilitation; and additional support, coordination, and engagement.
- **A collaborative strategic planning process**, involving selected WPF staff and donors, network organizations, and key stakeholders that allows us to wrestle with key topics related to civic engagement, youth, and immigrants' civic engagement.
- **Strong and timely communication** and touch points with the Director through all stages of the project, ensuring the process and the final product are consistent with Wellspring's mission and values.
- The strategic planning process will **integrate diversity, equity, and inclusion** elements to ensure it is centered in and informed by the communities we aim to support.

## Qualifications and expertise

- Well-versed and previous experience in work related to *civic engagement of BIPOC, Immigrants and Youth*, and in local and state-level organizations working to strengthen our democracy through nonpartisan civic engagement.
- Strategic planning and strong writing to support strategic framework development.
- Experience working with social justice nonprofits, and prior experience with grantmaking strategy.
- Strong facilitation skills engaging a variety of diverse stakeholders in various settings.
- Outstanding ability to effectively manage and meet project deadlines.
- Initiative, resourcefulness, and flexibility—ability to work independently with minimal supervision.
- Ability to handle confidential information with complete discretion.
- Excellent English oral and written communications skills.

## Timeline:

Work must begin no later than April 26<sup>th</sup>, 2021, and all work must be completed by August 31<sup>st</sup>, 2021.

## Proposal Submission Instructions

Send your questions and submit proposals to [RFPDisp@wpfund.org](mailto:RFPDisp@wpfund.org) by **April 5<sup>th</sup>** with the following documents:

- **Cover letter** with an overview of your practice (organization, company, independent work, etc.), including a short introduction to you/your team and a brief description of prior nonprofit and grantmaking strategic planning and facilitation experience. (2 pages maximum).
- **Project proposal** outlining of how you would approach addressing the needs outlined in this RFP, including the estimated number of hours for the project, and a **proposed budget**. (3 - 4 pages maximum).
- **Writing sample**: Previous impact assessment/ organizational development study (5-page maximum).
- **Current resume** with contact information for **three professional references**.

*Proposals will be accepted on a rolling basis and will be reviewed as they are received. No calls, please.*

*This is a time-bound, short-term consulting project. Consultant(s) will be paid for their services and related expenses only. This role is not eligible for benefits.*