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 26th, 2021, and all work must be completed by August 31st, 2021.

Proposal Submission Instructions

Send your questions and submit proposals to RFPDisp@wpfund.org by April 5th 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.*