



Request for Proposal (RFP) for Fundraising Manager Consultant

PURPOSE

Pacific Institute is requesting proposals for a Fundraising Manager Consultant (individual or organization) to support and coordinate our major donor and institutional fundraising efforts. We have set a target of securing \$500,000 in funding over a six-month period. The majority of this funding will come from existing donors and funders, but we must also identify and cultivate new funding sources. The Consultant will work with the senior staff of Pacific Institute on many of these efforts.

About the Pacific Institute

The Pacific Institute is a global water think tank that combines science-based thought leadership with active outreach to influence local, national, and international efforts to build water resilience. It is seen as a global thought leader on sustainable water policy and practice. Founded in 1987 in California, the Pacific Institute now has staff across the United States and around the world.

To address the climate crisis, PI recently launched an organizational goal to catalyze the transformation to water resilience by 2030. The Pacific Institute currently prioritizes work in three key areas: water efficiency and reuse, water and climate equity, and nature-based solutions. The organization works to scale the uptake of its work through policy and practice advocacy, as well as strategic partnerships spanning government agencies, NGOs, communities, and the corporate sector.

The Pacific Institute is also a leading global force advancing corporate water stewardship. The organization serves as the co-secretariat of the UN Global Compact's CEO Water Mandate, a unique public-private initiative established in 2007 that mobilizes business leaders to address global water challenges. With more than 200 company endorsers, the Mandate's work is carried out in partnership with the United Nations, governments, civil society organizations, and other stakeholders.

Scope of Work

PACIFIC INSTITUTE is seeking a Fundraising Manager Consultant with a proven track record for excellence in developing fundraising plans and developing an organization's fundraising capacity.

The consultant's responsibilities will include:

Individual Donors

Managing Pacific Institute's major gifts program, including:

- Coordinate meetings between donors and senior staff.
- Develop solicitation strategies.
- Work with Communications Department to develop appropriate fundraising collateral.
- Schedule major donor calls, prepare board members and senior staff for calls/meetings.
- Identify and approach potential sponsors, donors, and granters.
- Establish and maintain a highly engaging individual donor cultivation and gift stewardship program to identify and increase new donors and to increase giving levels of existing donors.
- Complete prospective donor research and briefing materials for donor calls and meetings and manage all correspondence and reporting to prospects and donors.

Institutional Fundraising

- Work closely with Pacific Institute staff to identify areas of divisional and organizational need.
- Identify, coordinate, and approach funding possibilities with relevant staff (both current and new funders).
- Lead the writing, preparation, and submission of public, private foundation, and corporate letters of inquiry, proposals, and submissions, including drafting high-quality, creative, engaging cases for support, incorporating relevant research.
- Work with research staff to obtain their understanding of the necessity of following proper procedures in achieving project goals.
- Monitor financial administration of grants to ensure that proper documentation is submitted for expenditures and that requests for funds are made within time limitations specified.
- Develop fundraising strategies to harness existing relationships and identify and secure new individual donors, and partnerships with corporations, government entities, and institutional foundations.
- Actively engage in ongoing prospect research that identifies funding opportunities.

Timeline

Any contract awarded pursuant to this RFP solicitation shall be for a contract period up to 6 months, with the possibility of an extension.

Application Process and Budget

Pacific Institute has budgeted \$50,000 this work over six months.

- All Proposals should be submitted electronically in PDF or Word to Nicollette Ullman: nullman@pacinst.org.
- Proposals have no more than five pages. For ease of reading use 1.5 spacing and a 12-point font size.

All proposals must include:

- A cover letter.
- Experience and qualifications of the consultant and include the resume of the principal resource development professional providing direct service for this work.
- A narrative that addresses how the Scope of Work, as outlined above, will be accomplished, including a timeline with benchmarks and the number of hours required to accomplish the work (hours per week and how flexible your availability is).
- Project budget as well as costs payable by the Pacific Institute must be clearly defined.
- Three (3) references from clients for whom the consultant has performed similar services.