Development Consultant Scope and Job Description

Purpose

The Pennsylvania Bar Foundation (PBF) is seeking to enter into a contract with a development consultant to lead PBF’s board in assessing its fundraising capacity and making recommendations to develop a fundraising plan for the organization.

Background Information

The Pennsylvania Bar Foundation, the 501(c)(3) charitable affiliate of the Pennsylvania Bar Association, was incorporated in 1984 in response to the organized bar’s desire to become more involved in public service.

The Foundation improves the public’s understanding of the law and its appreciation of democracy and strives to ensure that citizens, particularly Pennsylvania’s most vulnerable, have full access to our legal system. We accomplish our mission by making grants, seeking financial support from individuals and organizations both within and outside of the legal community, and encouraging bar members to donate their time, talent and expertise in service to the public.

Scope of Work

PBF is seeking a Development 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:

- Meet with the PBF Board of Directors to align on scope, priorities, plan of action and deliverables.
- Conduct an audit of PBF’s fundraising capacity. Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development. Assess the opportunities and threats external to the organization as well as organization readiness that will inform the fundraising plan to ensure its success.
- Conduct research and identify ways in which the PBF members can cultivate, solicit, and guide donors and prospects through visits and other forms of direct personal contact that work to support PBF’s vision.
- Develop a strategic multi-year fundraising and implementation plan that includes strategies to increase PBF’s fundraising efforts that are in alignment with the organizations mission and capacity. This will include guideline policies for the PBF to maintain a strong social media presence.
Proposed Evaluation Criteria

Accepted candidates will be reviewed by the Executive and Development Committees and will be evaluated using the following criteria:

- Overall match between the requirements and qualifications
- Previous work of consultant
- Demonstrated ability of consultant to carry out fundraising plan of similar character and size
- Cost effectiveness

Schedule

The selection of the development consultant is expected to proceed as indicated below:

- Candidate interviews  September/October 2019
- Consultant Selected  November 2019
- Project Begins  December 2019
- Project Completion  May 2020 or upon agreement with PBF Board of Directors and consultant

Submission Requirements

Interested candidates should submit a letter of interest via USPS mail or electronically in PDF format to Pennsylvania Bar Foundation, 100 South St., Harrisburg, PA 17108 or Tameka Altadonna, Foundation Administrator tameka.altadonna@pabar.org.

All submissions must include:

- Letter of Interest
- Curriculum vitae outlining experience and qualifications
- A narrative addressing 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 plan
- A reporting and communication plan
- Clear demonstration that the consultant has familiarity/knowledge with 501(c)(3) non-profit foundations.
- Project budget as well as all costs payable by PBF must be clearly defined. Note that billing will coincide with reaching set goals and/or milestones.
- Three (3) references from clients for whom the consultant has performed similar services
- Copy of current PA Department of State Solicitor Registration may be requested

Terms and Conditions

The successful consultant will be awarded a short-term professional services contract for the services outlined in this scope. Evaluation of an extended contract will be addressed at the close of the current contract. Reimbursement will coincide with reaching set goals and/or milestones.

Issuance of this scope and consultant description does not commit PBF to award a contract or to pay any costs incurred in preparation of materials.