



## REQUEST FOR PROPOSALS FUNDRAISING AND DEVELOPMENT SERVICES

### I. ABOUT THE ORGANIZATION

Friends of Children's Cove, Inc. is a community-led nonprofit dedicated to supporting Children's Cove: The Cape & Islands Children's Advocacy Center in its vital mission to serve children and families impacted by sexual abuse and exploitation. The Friends of Children's Cove (FoCC) provides critical resources for safety, healing, and support, filling gaps in county, state, and federal funding.

The Friends of Children's Cove provides leadership guidance and promotes community advocacy and philanthropic efforts to support child victims and their non-offending families served by Children's Cove. Funding from the FoCC supports safety through assistance with shelter, transportation, immediate basic needs, healing activities, and programs for child victims, siblings, and caregivers.

To learn more about the organization and the ways in which it supports Children's Cove visit <https://www.friendsofchildrencove.org>

### II. PROJECT DESCRIPTION

This Request for Proposals seeks a proposal to perform the following services:

- Fundraising Strategy & Implementation: Develop and execute a comprehensive fundraising plan to support organizational programs and capital campaigns.
- Donor Engagement: Identify, cultivate, solicit, and steward a portfolio of gift prospects. Partner with Children's Cove leadership and board members to

secure significant contributions. Create meaningful engagement opportunities and ensure exceptional donor stewardship.

- Collaboration with Partners: Recruit and support a high-impact Development Committee. Serve as the primary liaison between Friends of Children's Cove, the Development Committee, and Children's Cove leadership.
- Communication and Recordkeeping: Establish and maintain systems for gift tracking, donor communications, and reporting. Manage grant funding and grant software.

### III. REPORTING RELATIONSHIP

Reports to the Friends of Children's Cove Board of Trustees via the Board Chair and Treasurer and works administratively with the Children's Cove Program Director.

### IV. THE PROJECT

The project will be to develop and implement a comprehensive fundraising strategy for Friends of Children's Cove (FoCC) and its "Building Hope" Capital Campaign. This project will be multifaceted, encompassing major gift cultivation and solicitation, grant acquisition, donor base expansion, and the establishment of a high-performing Development Committee. The project term will be for one year, with a direct option to extend without resubmission for an additional year at the conclusion of the term with approval from the Board of Trustees.

#### Key Tasks

1. **Systems & Infrastructure:**  
The consultant will assess current fundraising infrastructure and establish or refine systems for gift tracking, donor communications, and reporting. This will include the use of appropriate database software and the establishment of clear reporting protocols.
2. **Development Committee Establishment:**  
Creation of a strong Development Committee to provide strategic guidance, donor cultivation, grant applications, and event planning.
3. **Donor Portfolio Development:**

Identify and cultivate a robust portfolio of potential major donors by leveraging networks and conducting thorough research and conducting and coordinating personalized outreach, strategic cultivation events, and compelling communications that highlight the profound impact of FoCC's work.

**4. Grant Acquisition:**

Develop a proactive grant-seeking strategy. This includes researching suitable foundations and corporations, crafting compelling grant proposals tailored to each funder's priorities, and managing the grant application and reporting process.

**5. Measurable Outcomes & Reporting:**

The consultant will develop a reporting system and provide quarterly and annual progress reports to the Board against mutually agreed-upon benchmarks.

**V. MINIMUM CRITERIA FOR SUBMISSION**

A complete proposal which must demonstrate proven success in fundraising, with preference for those with a strong knowledge of the Cape & Islands philanthropic landscape and exceptional communication, relationship-building, and presentation skills. Principal must also have experience with capital campaigns or large-scale fundraising initiatives, project management, and a familiarity with technology, including Google Workspace and CRM systems.

**VI. SUBMISSION CRITERIA**

- A resume / CV which provides details to relevant experience to the project.
  - Proposer must demonstrate relevant experience with front line fundraising and proven success in major gift fundraising.
  - Proposer must demonstrate experience navigating the changing philanthropic landscape with familiarity of Cape Cod, Nantucket and Martha's Vineyard.
  - Proposer must demonstrate experience in forming / coordinating committees and volunteers to engage in philanthropic / capital campaign efforts.

- Proposer has experience in utilizing donor engagement platforms / CRMs, and technology systems such as Google Workspace.
- A technical and price-inclusive proposal that clearly demonstrates an understanding of the Project Description and Key Tasks outlined in the RFP with cost not to exceed \$90,000.
- Proposals must be submitted in PDF format and include the following sections:
  - **Cover Letter:** A brief introduction to the proposer (individual or firm) and a statement of interest in the project.
  - **Understanding of the Project:** A summary of the proposer's understanding of FoCC's mission, goals, and the specific challenges and opportunities related to this RFP.
  - **Proposed Methodology & Work Plan:** A detailed description of the approach the proposer will take to accomplish the Key Tasks outlined in Section IV. This should include a proposed timeline with key milestones and deliverables for the one-year term.
  - **Qualifications & Relevant Experience:** A section detailing proven success in the areas outlined in Section V. Include specific examples or brief case studies of similar projects, especially those involving capital campaigns and fundraising on Cape Cod & the Islands. Resumes/CVs of all key personnel who will be assigned to this project should be included here or as an appendix.
  - **References:** Contact information for at least three professional references from non-profit clients for whom similar work was performed.
  - **Price Proposal:** A detailed budget for the first year of services. The budget should clearly state the total cost (not to exceed \$80,000) and break down the fees (e.g., monthly retainer, hourly rate). It must also state what, if any, expenses are considered additional and billed separately (e.g., travel, printing, software, etc.)

## VII. PROCESS

Those interested in submitting a bid may do so by submitting through the following link:

### RFP Submission Form

Qualified proposals will be invited to meet with organizational leadership on a rolling basis for an in-person interview, Q&A, and discussion of deliverables. Evaluation of proposals will take place in conjunction with on-site interviews.

For questions related to this proposal, please email [info@friendsofchildrencove.org](mailto:info@friendsofchildrencove.org)

### **VIII. Timeline**

RFP Released	September 3, 2025
Deadline For Questions and Inquiries	September 17, 2025
Proposal Closing Date and Time	September 22, 2025 – 11:59pm
Evaluation And Review of Proposals	Ongoing beginning September 17
Finalist Presentation/On-Site Visits	Ongoing beginning September 18
Board of Trustees Discussion	September 24, 2025
Contract Negotiations	September 25-30, 2025
Intended Date for Contract Award	October 1, 2025
Contract Commences	October 6, 2025