



Request for Proposal (RFP): Executive Director Association of Fundraising Professionals - Fort Worth Metro Chapter

Introduction

Association of Fundraising Professionals-Fort Worth Metro Chapter (AFP-FWMC) invites qualified individuals or firms to submit a proposal to provide Executive Director services for the AFP-FWMC. The successful candidate will be responsible for overseeing various aspects of the chapter's operations, including event organization, fundraising, governance, membership management, financial management, board support, strategic planning, and acting as the chapter's spokesperson.

Background

The Association of Fundraising Professionals-Fort Worth Metro Chapter is a leading professional association dedicated to supporting and advancing the fundraising profession in the Fort Worth Metro area. The chapter aims to provide its members with educational resources, networking opportunities, and professional development programs to enhance their fundraising skills and expertise.

Scope of Services

The selected Executive Director will be responsible for the following key areas:

1. Organization of National Philanthropy Day Luncheon and Award Program:
 - a. Oversee the planning and execution of the annual National Philanthropy Day Luncheon and Award Program.
 - b. Raise funds through table sponsorships and ticket sales for the event.
2. Chapter Sponsorships and Fundraising:
 - a. Identify and secure chapter sponsorships and fundraising opportunities setting annual goals in collaboration with the executive committee of the board.
 - b. Develop and maintain relationships with potential sponsors and donors.
3. Governance and Membership:
 - a. Collaborate with the board of directors in membership recruitment and retention efforts.
 - b. Support board initiatives and ensure effective governance practices.
 - c. Facilitate onboarding of new board members and provide necessary support.
4. Budget and Financial Management:
 - a. Manage the chapter's budget, ensuring financial goals are met.
 - b. Oversee financial transactions and reporting in compliance with relevant regulations.
5. Strategic Planning and Board Support:
 - a. Track progress towards the chapter's strategic plan.
 - b. Assist with board nominations and elections.
 - c. Manage the application process for the chapter president position.

Trial Period

The initial engagement will be for a trial period of 12 months to assess the candidate's suitability for the position.

Note: AFPFWMC reserves the right to accept or reject any proposal received, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.



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Required Qualifications

The ideal candidate should possess the following qualifications:

- Proven experience in nonprofit management, preferably in a leadership role.
- Strong organizational and project management skills.
- Demonstrated ability to fundraise and secure sponsorships.
- Experience with governance and working closely with a board of directors.
- Proficiency in financial management and budget oversight.
- Excellent communication and diplomacy skills.
- Ability to act as the spokesperson for the chapter in partnership with the president.
- Familiarity with the fundraising profession is highly desirable.
- Must maintain Association of Fundraising Professionals membership.

Proposal Submission

Interested individuals or firms are requested to submit the following information:

- Cover letter: Briefly introduce yourself or your organization, highlighting relevant experience and qualifications.
- Executive Summary: Provide an overview of your proposed approach and strategy for fulfilling the responsibilities outlined.
- Experience and Qualifications: Describe relevant experience, qualifications, and track record in nonprofit management, fundraising, governance, and other related areas.
- Compensation: Outline the proposed compensation structure and associated costs.
- References: Provide references from previous clients or employers.
- Disclosure of any potential conflicts of interest.

Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated expertise and experience in nonprofit management, fundraising, and governance.
- Understanding of the Association of Fundraising Professionals-Fort Worth Metro Chapter's mission and objectives.
- Proposed approach and strategy for fulfilling the responsibilities outlined.
- Cost-effectiveness and value for the provided services.
- References and track record.
- Conflicts of interest.

Timeline

Proposal Submission Deadline: September 8, 2023

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Working Conditions & Hours

This is a “work from home” position, however, some local travel is required. General working hours are not expected to exceed 10 hours per week. Flexible scheduling may be required. Some additional evening, early morning, and weekend work may be required with this position. Flexibility in hours will be determined in consultation with the board.

Evaluation and Selection Process

Chapter leadership will review proposals and contact candidates with next steps with the goal of making a final decision by December 31, 2023.

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Please submit your proposal to James Nicholson, Chapter Administrator, at afpfw@yahoo.com by the specified deadline. If you have any questions or require further clarification, please contact James at the email address above.

We appreciate your interest in working with the Association of Fundraising Professionals-Fort Worth Metro Chapter and look forward to receiving your proposal.

Sincerely,

Wesley Gentle, CFRE

President | Association of Fundraising Professionals - Fort Worth Metro Chapter

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