



**REQUEST FOR PROPOSAL
DONOR RELATIONS DEVELOPMENT PROJECT**

The North Dakota 4-H Foundation, Inc. is requesting proposals from qualified firms or persons to conduct a donor relations development project for the Foundation. The work, to be performed under contract, includes the development, management and initial cultivation of a defined portfolio of current and prospective donors to the North Dakota 4-H program.

Description of the Board and Situation

The North Dakota 4-H Foundation was established in 1959 to assist raising private sector funds for the 4-H program in North Dakota. Its current work is governed by an approximate 20 member board who is responsible for managing a current financial portfolio consisting of annual, designated and endowed gifts. One of its current priorities is to grow the number and size of major gifts by helping donors fulfill their passions and interests for 4-H through their giving to the Foundation. It also owns the North Dakota 4-H Camp, located near the banks of the Missouri River at Washburn, ND providing annual and endowed giving opportunities in support of this entity. The Foundation also provides over \$100,000 in program support annually to the North Dakota 4-H Program. 4-H is a program of the North Dakota State University (NDSU) Extension Service.

The Foundation office is located on the North Dakota State University campus and serves the entire state of North Dakota. It is an officially recognized 501(c) 3 of North Dakota State University and has nonprofit and tax-exempt status. Its work is governed by a board of directors, but has limited staff. Office space and support is available at North Dakota State University, Family Life Center 322, if desired.

No maximum budget for the contract has been established.

Tasks to be accomplished

1. Qualify a portfolio of a minimum of 30 donors or potential donors.
2. Create portfolio goals based on each donor's history of giving and the organization's knowledge of a donor's potential.
3. Create a plan for each donor that will serve as a foundational communication and marketing plan for each person in the portfolio.
4. Work with 4-H program staff of the NDSU Extension Service and members of the board to secure relevant information that will be used to prepare asks and secure gifts.
5. Provide monthly reports that accurately reflect portfolio activity and performance.
6. Perform other major donor activities related to this project as may be determined and required.
7. Execute the plan so individuals in the portfolio are retained and/or upgraded.

These tasks will require a candidate who can effectively work well with a wide range of people and computer skills to accomplish them.

Timeline

The contract shall be for a six-month period from the start of the contract. Either party may terminate the contract with a 30-day written notice. The intent is for the contract to begin in October 2017. Items 1-6 above are to be completed by March 15, 2018. Item 7 should be initiated within the contract period but may not be completed.

Qualifications

We are seeking:

- Experience in charitable gift planning, portfolio development and management.
- The ability to determine an individual's interests, capacity and potential for helping the 4-H Foundation meet its financial goals.
- Excellent communication skills useful in developing and executing a major gift portfolio.
- Excellent relationship skills working with donors, volunteers and 4-H program staff.
- An interest in and availability to work in a state-wide setting in North Dakota.
- A good working knowledge of youth development programs, preferably 4-H, and the value they contribute to individual and community well-being.
- Experience in managing and tracking multiple relationships and projects.
- Professional credentials, education, coursework and/or experience related to the situation and tasks to be accomplished.

Instructions for Submitting a Proposal

Submit the following, no later than October 1, 2017 to the North Dakota 4-H Foundation, Dept. 7280, P.O. Box 6050, Fargo, ND 58108-6050. If there are questions, contact Board Chair Tammy Meyer by email at meyertam@gmail.com or by calling 701-466-2681.

1. Name, address and telephone number of the person submitting the proposal or representative of the firm who is submitting it including their address and phone number if different.
2. A description qualifications and how the tasks described above would be carried out.
3. A quote of the fees to be charged, and other expenses that would be incurred.
4. Resume of individual(s) who would be involved in the project.
5. Describe any transaction, agreement, or arrangement for the rendering of services or potential conflict of interest that may arise.
6. Names, phone numbers and contact people for up to three nonprofit organizations who have been clients or for whom work has been performed for some or all of the tasks identified and are willing to serve as references.

Basis for Selection

The proposals will be evaluated by members of the Board on the basis of:

1. Management strength and demonstrated relevant successful experience and reputation.
2. Fees and Expenses.

Other Terms and Conditions

The board reserves the right to:

1. Cancel, delay or re-open this solicitation.
2. Reject any or all proposals
3. Request an oral interview with and additional information from the firm or person prior to final selection.
4. Select for contract negotiations the proposal which in its judgment best meets the Board's needs.

The services to be rendered under a contract awarded are that of an independent contractor to the Board and not as an employee, agent, or partner of the Board or its Members.