



Archdiocese of Grouard-McLennan

Request for Proposal for Fundraising Consultant

The Archdiocese of Grouard-McLennan is requesting proposals for developing a fundraising campaign to ultimately provide stable, sustainable levels of charitable giving that will fully fund annual operation requirements.

Context: The Archdiocese of Grouard-McLennan (Archdiocese) is a registered charitable organization with Canada Revenue Agency. It serves the Catholic faithful of northwestern Alberta, providing clergy to celebrate sacraments, buildings for worship services, and education in the teachings of the Catholic Church. The principal source of funding for the Archdiocese is the donations of its parishioners in about 60 parish and mission communities.

Project description/scope of work: The Archdiocese is seeking the services of an experienced and knowledgeable fundraising consultant to plan, implement and manage a fundraising campaign that will ultimately provide the Archdiocese with \$1,000,000 in annual charitable donations from its parishioners. The project will be awarded to the consultant who has a personal and well-developed understanding of the Christian faith and the Catholic Church, experience in fundraising campaigns that reflect Christian values, and is flexible with regards to hours of work and travel.

The successful consultant will, at a minimum, conduct a feasibility study, provide recommendations for a fundraising campaign, and implement the campaign that is ultimately devised with the Archdiocese from the study and its recommendations.

The Archdiocese expects the successful consultant to be able to:

- Participate in two study preparation committee meetings with the Archdiocese's Fundraising Committee
- Guide the identification of key donors
- Conduct face-to-face interviews with key donors (across the Archdiocese)
- Produce an interim report
- Produce a final report with recommendations for a fundraising campaign

Project timeline: The final report of the feasibility study is expected to be delivered to the Archdiocese by August 31, 2020.

Preparation of materials and scheduling of the fundraising campaign is expected to begin November 1, 2020 and run for one year.

Submission requirements: Proposals should be submitted by email to exec.agm@live.ca in PDF or Word format, with a maximum of 10 pages in 12-point font. Please use "Fundraising Consultant" in the



Archdiocese of Grouard-McLennan

subject line. If you have any questions about this Request for Proposals, please contact Archbishop Gerard Pettipas at 780 532-9766.

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A proposal should include:

1. A cover letter.
2. Experience and qualifications of the consultant who will complete the proposed work (resume preferred).
3. A narrative that describes how the scope of work, detailed above, will be completed, including a timeline, with benchmarks and hours of work attributed to each task.
4. A project budget projection and payment schedule.
5. An outline of the work to be undertaken by the Archdiocese and the Fundraising Consultant.
6. Three references from previous clients of the consultant with similar projects.

Proposals must be received by 5 p.m. on October 18, 2019.
We expect to sign a contract with a consultant by November 15, 2019.