



Request for Proposals from Fund Development Consultants

[The Network for Public Health Law \(Network\)](#) requests proposals for a Fund Development Consultant to help us create a multi-year fund development and implementation plan for our organization and provide hands-on support for our philanthropic and other fundraising efforts.

Background

The Network believes in the power of law and policy to improve lives and create safer, healthier, and more equitable communities. Our mission is to advance the use of law and policy to protect, promote, and improve health and health equity. We do this by conducting research and analysis, providing strategic consultation and guidance, and supporting knowledge building and training. For 15 years, the Network has helped strengthen efforts in critical areas of community health including health equity, climate change, reproductive health, immunization, drug harm reduction and overdose prevention, healthy housing, and food security. Our work in some of these areas has saved lives.

As recent federal actions have severely limited the ability of many public health agencies and community-based organizations to do their important work to protect the health of communities across the United States, the Network's support for these entities in navigating a volatile law and policy landscape is more important than ever. To ensure we can continue to provide this support, the Network needs long-term sustainability.

The Network operates under fiscal sponsorship with [Third Sector New England](#). We are looking to strengthen and diversify our funding streams to position ourselves to become an independent 501(c)(3) organization.

Project Description/Scope of Work

We are seeking a highly experienced fundraising consultant to help us refine our strategy, develop and implement a fundraising plan, and expand our prospect list with the goal of raising new philanthropic funds, and diversifying our funding sources over five years. This work will include:

- Meeting with the Network project team to align on scope, priorities, work plan, and deliverables.
- Conducting an audit of the Network's fund development needs and capacity.
 - Identify strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development.
 - Determine near- and long-term fund development needs.
 - Assess the opportunities and threats external to the organization as well as organization readiness that will inform the fundraising plan to ensure its success.
 - Assess current communications for effectiveness in reflecting our organization's vision and impact.

- Creating prospect lists of potential grantees and donors (private sector, government, foundations, individuals, and others) that support the Network's vision. The list will also contain upcoming RFPs and relevant application procedures and deadlines.
- Developing a strategic multi-year fund development and implementation plan that includes strategies to increase the Network's fundraising efforts that is reflective and in alignment with our organization's mission/vision/values and capacity.
- Supporting Network leadership and staff in the implementation of the fundraising plan, including providing coaching as well as guidance in the submission of three grant proposals.
- Working with the Network's communications team to develop materials including pitch decks, project concepts, and scripts.

Timeline

- March 17, 2025 - Proposals Due
- April 2, 2025 – Consultant Selected
- April 15, 2025 – Project Kick-off
- June – November 2025 – Grant Proposal(s) Submitted
- November 3, 2025 – Development Plan Finalized
- November 2025 – April 2026 – Grant Proposal(s) Submitted/Implement Plan

Budget

The Network has budgeted up to \$110,000 for a 12-month engagement.

Desired Qualifications

- Consultant should have experience with:
 - creating and implementing strategic fund development plans;
 - drafting concept papers and grant proposals;
 - public health, health, social justice, and/or law and policy fields; and
 - fiscally sponsored organizations.
- Broad knowledge of philanthropy including institutional philanthropy, individual donors and major giving, family foundations, donor advised funds, and experience particularly with social justice philanthropy.
- Existing connections within various philanthropic organizations.
- Ability to identify and strategize on connecting the Network with potential new funding sources.
- Demonstrated commitment to social, racial, gender, and economic justice.

Submission Requirements

All Proposals should be submitted electronically in PDF or Word format to: Anna Schmalzbauer, Managing Director, aschmalzbauer@networkforphl.org.

All proposals must include:

- Background, experience, and qualifications.
- How the SOW outlined above will be accomplished, including a timeline with benchmarks.
- A reporting and communication plan.

- Clear outline of responsibilities for both the Network and the selected consultant.
- Project budget and expected payment terms, with cost estimates for the main components of the SOW.
- At least three (3) references from clients for whom the consultant has performed similar services.

Selection Process

All accepted proposals will be reviewed by the Network's Selection Committee and will be evaluated and scored using the following criteria:

1. Overall match between the RFP requirements and proposal: Understanding of scope, objectives and completeness and coherence of response.
2. Qualifications and previous work of consultant.
3. Demonstrated ability of consultant to carry out fundraising plan of similar character and size.
4. Cost effectiveness.

The Network will use the following process for the final selection of a qualified consultant to perform stated work:

1. All proposals submitted will be reviewed by a selection committee. The Network anticipates selecting up to three (3) finalists to interview based on the evaluation of the proposals. Finalists may be asked to submit additional information prior to their interviews.
2. The Network will rank the finalist proposals after all interviews are completed.
3. The Network will select a consultant based on the selection criteria. If, for any reason, the selected consultant cannot execute or fulfill the contract, the Network will enter into a subsequent agreement with the next highest ranked finalist.

Contact

Contact Anna Schmalzbauer with questions regarding this RFP: aschmalzbauer@networkforphl.org.