



REQUEST FOR QUALIFICATIONS

Development, Donor Engagement, and Outreach for Sustainable CT

SUMMARY

Sustainable CT seeks a dynamic, organized, committed and creative individual to provide highly successful Development, Donor Engagement, and Outreach support. The contractor will work with our leadership team and the Board of Directors. The Development, Donor Engagement and Outreach contractor is responsible for designing and executing Sustainable CT's institutional and individual development and outreach strategies, including raising funds and mission awareness that will have a major impact on the success of Sustainable CT. Qualified candidates will have a passion for our mission, demonstrated strong relationship building and people skills, and a proven track record of strong results, including at least 3 years of services in non-profit fundraising, plus donor engagement and outreach.

ABOUT SUSTAINABLE CT

Sustainable CT is an exciting new voluntary certification program that inspires, supports, and accelerates actions to help Connecticut communities thrive. Created by towns for towns, Sustainable CT is a road map of best practices that includes peer sharing, tools, resources, metrics, and planning and project funding. Sustainable CT also provides recognition for municipal sustainability achievements. Initial program successes include participation by over 25% of Connecticut towns and cities, vibrant partnerships to support Sustainable CT communities, high visibility, and dedicated founding funders that have made multi-year commitments. The program is administered by the Institute for Sustainable Energy at Eastern Connecticut State University.

ABOUT THE CONTRACTOR SERVICES

The Development, Donor Engagement, and Outreach contractor is critical to the success of Sustainable CT. The services required include creating and successfully implementing donor engagement and giving strategies, institutional level fundraising, and supporting all corresponding outreach and communications strategies. The contractor will report to the Executive Director of the Institute for Sustainable Energy and work in a dynamic team environment with staff and student interns.

DUTIES

- Raise funds from individuals, corporations, foundations, and other public and private grant-making organizations and mission investors.
- Build a pipeline of qualified individual major funder prospects and create cultivation, solicitation, and stewardship plans for them.
- Conduct prospect research to identify funding and grant opportunities and support the writing and submission of grant applications, including researching, submitting letters of intent, proposals and stewardship reports, responding to RFPs and completing the acknowledgment and stewardship cycles.
- Manage the corporate sponsorship program, including building a prospect pipeline, identifying natural partners, creating pitch decks, designing fulfillment functions, and driving relationship management.
- Plan, execute, follow-up on and build engagement and fundraising events that attract and retain new and developing audiences, prospects, and key constituencies involved in Sustainable CT's mission, as well as attract financial support and media coverage.
- Build and maintain strong relationships with a diverse portfolio of Board members, funders, partners, sponsors, and the media.
- Actively engage the Board of Directors in fundraising, building their capacity as program ambassadors and connectors.
- Work with Executive Director and staff to support consistent and effective communications, messaging, and brand identity related to fundraising through the website, social media, annual reports, fact sheets, FAQs, information packets, press releases, and media placements.

QUALIFICATIONS AND SKILLS

- A passion for our mission and a belief that our efforts can make Connecticut and the world more sustainable
- Excellent written, verbal, and interpersonal skills
- Strong organizational skills, proven ability to prioritize, follow through, and manage deadlines
- Proven track record of success in fundraising, communications, donor engagement, and outreach/marketing
- Proven ability to build and sustain relationships with funders and sponsors
- Experience in effective events organization, management, and execution
- Familiarity with the sustainable development sector, CT municipal government, and community mobilization preferred
- Ability to work both autonomously and collaboratively, as needed
- Bachelor of Arts or Science degree is required

WORK LOCATION

Work location is flexible. Travel within Connecticut is required. Base location is the Sustainable CT office operating out of the Institute for Sustainable Energy at Eastern Connecticut State University, 372 High Street, Willimantic, CT.

HOW TO APPLY

Email any questions regarding this RFQ to stoddardl@easternct.edu by 5:00 pm on *May 29, 2018*. An FAQ response will be provided to all interested individuals by 5:00 pm on *May 31, 2018*. Submit the following to stoddardl@easternct.edu by 5:00 pm on *June 8, 2018*:

- Cover letter (no longer than 3 pages) outlining your approach to providing development, donor engagement, and outreach services to support Sustainable CT's vision and mission
- Resume
- Contact information for 3 professional references