



Request for Proposals Fundraising Consultant

Assignment

The National Association for Civilian Oversight of Law Enforcement (NACOLE) invites proposals from experienced, well-qualified, professional fundraising consultants/specialists to assist NACOLE in securing capacity-building funds, pursuant to a retainer contract, for an initial period of up to one year. NACOLE seeks to expand its services, reach, and influence by engaging a professional fundraising consultant to help NACOLE obtain capacity-building funds, for the purpose of hiring an executive director and other necessary staff. NACOLE's hope is that the new staff will serve to expand both NACOLE's services and revenue. The fundraiser will work with NACOLE's president, Organizational Development Group, and current two-person staff.

About NACOLE

NACOLE, established in 1995, is a not-for-profit 501(c)(3) organization incorporated under the laws of the state of Maryland as an association of law enforcement oversight agencies and practitioners. Its mission is to support independent oversight agencies that make law enforcement departments transparent, accountable, and responsive to the communities they serve. NACOLE works with government officials, advocates, and/or agencies seeking to establish or improve oversight of law enforcement officers and departments throughout the United States. NACOLE has an elected board of directors composed of individuals with experience in the field of independent civilian oversight, one full-time employee, the director and training and education, and a second full-time staff member, the director of operations, who is an independent contractor. The board manages the organization pursuant to its established bylaws.

NACOLE works to fulfill its mission by:

- Offering training that includes an annual conference, regional training and networking conferences, webinars, and academic symposia;
- Providing technical assistance and advice;
- Identifying effective civilian oversight practices;
- Encouraging networking, communication, and information-sharing; and
- Furnishing information to government officials, community representatives, and journalists that supports effective civilian oversight of law enforcement.

For more than twenty-five years, NACOLE has been the nation's only professional

organization of law enforcement civilian oversight agencies, practitioners, and supporters, and has grown to be one of the country's leading voices on issues of effective civilian oversight practices, law enforcement transparency and accountability, public trust in policing, and effective policing and corrections policies and practices.

Current Organizational Status

The United States is in the midst of a national reckoning regarding the injustices that have long plagued law enforcement. Around the country, hundreds of thousands of people have taken to the streets demanding fair and unbiased policing that serves the needs of our communities. Those efforts are now moving off the streets and into offices, boardrooms, and precincts to find meaningful ways to change and reform the system. As the nation's focus on law enforcement issues intensifies, the demand for NACOLE's services is increasing as well. Local government officials and advocates seeking to implement or strengthen civilian oversight, oversight practitioners, journalists, and academics submitted hundreds of requests to NACOLE for training, data, effective practices information, and assistance and/or guidance. These requests demonstrated the limitations of what NACOLE can provide given its current staffing and budget, and they illustrate challenges to NACOLE's ability to sustainability increase its work and meet the need for its services.

NACOLE's annual revenues and expenditures are almost exclusively derived from dues that approximately 275 members (including nearly 100 organizational members) pay, NACOLE's annual conference and webinars registration fees, and contracted-training income. For the 2020 calendar budget year, NACOLE's revenue was \$224,619 and its expenditures were \$195,915.

Until calendar year 2020, NACOLE received charitable donations of less than \$2,500 annually. In 2020, NACOLE received approximately \$16,000 in contributions from 11 board members and nearly 80 donors. While NACOLE has in the past received grants from the United States Department of Justice, Office of Community Oriented Policing Services, these grants funded specific projects, deliverables, and temporary staff. NACOLE has never employed a fundraiser, never developed a fundraising plan, and has not systemically sought donations or grants to expand its staffing and services.

Scope of Work and Deliverables

NACOLE seeks to engage a professional fundraising consultant who will work with NACOLE's board and staff to establish a process, timeline, and deliverables to:

1. Assess NACOLE's finances, program offerings, programming capacity in the context of organizational goals, and fundraising landscape and potential, and develop a plan and associated fundraising materials to secure capacity-building funds.
 - Review NACOLE's budgets, revenue streams, expenditures, membership and contact/ mailing lists, website, social media

- accounts, existing fundraising priorities documents and cover letters, and other relevant internal documents
- Interview as necessary relevant board members, staff, and other key stakeholders
- Assess fundraising landscape and, in collaboration with relevant board members and staff, prepare a multi-year growth plan, narrative, and financial tools for prospecting, income forecasting, and expense budgeting
- Prepare all written materials necessary for pitching and obtaining capacity-building funds, including but not limited to fact sheets, letters of inquiry, case statement(s), and proposal and report, which make the strongest case for funding

2. Implement plan to secure capacity-building funds

- Research and identify prospects for funding; assess and prioritize the prospect lists for asks
- Document communication with prospects, e.g., call reports, constituent profile summaries, and pipeline managers
- Set up in-person cultivation and/or solicitation meetings for board president or other NACOLE-approved relationship managers and attend in-person solicitation and/or cultivation meetings as appropriate
- Facilitate the timely submission of any (grant) proposals that result from research and qualifying efforts

(While it is unlikely that in-person contact will be required, as the public health situation changes and circumstances warrant, in-person meetings may be necessary.)

Proposal Requirements

Applicants shall submit a proposal with the following elements:

1. Consultant profile
 - Name of applicant, address, telephone, email, and date of submission
 - Profile of the consultant, including resume
 - Names and contact information for at least three references for which the consultant has provided comparable contractual services to those specified in this RFP
 - A summary and samples of the consultant's work on similar projects
 - Statement of experience working with non-profit organizations.
2. A work plan that incorporates the scope of services outlined above. The work plan should generally identify the expected duration of each task and other resources

required for all tasks to be performed and include a schedule for all deliverables. There should be a clear delineation of consultant's responsibilities and assistance required of NACOLE staff and board.

3. Project fees, which must include a project expense budget indicating all significant costs for carrying out the proposed work, including personnel, communications, materials, travel, overhead, and other necessary expenses.

Selection Process

1. The NACOLE board will review qualified proposals and choose a limited number of consultant applicants for follow-up interview conversations. Consultant applicants may be asked to prepare a writing sample and/or make a presentation to the board of directors.
2. The NACOLE board of directors will make the final selection.
3. NACOLE will notify all those submitting proposals of the board's decision in writing no later than ten business days following the board's decision and consultant acceptance.

Proposal Submission Process

Consultant must submit proposals in response to the RFP via e-mail, in either Microsoft Word or Portable Document Format (PDF), to info@nacole.org For more information about NACOLE, see <https://www.nacole.org>, or call (317)-721-8133.

Deadline for Proposal Submission

The deadline to submit proposals is 5:00 p.m. PST on Friday, March 31, 2021. NACOLE will not consider any late proposals.