



**Contract position:** Early Childhood Endowed Fund development support

**Term for Phase 1:** August 2020 through January 2021

**Budget:** \$35,000 plus \$10,000 expenses (described below)

**Estimated amount of work:** 200 hours (calculated at 10 hours/week for 20 weeks)

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**Project summary:** Greenville First Steps is developing an Early Childhood Endowed Fund to ensure long term sustainability of evidenced based early childhood interventions. Fund will be established with \$400,000 from Greenville First Steps to be used as a match to future private funds. Goal is to establish fund in September 2020 and grow fund to \$1.3 million by June 2025. This project will be accomplished in three phases. Phase 1 will focus on donor cultivation among existing and former Greenville First Steps board members and SC First Steps board members who reside in Greenville County. Phases 2 and 3 will expand to broader stakeholders and community.

**Primary responsibilities of contract vendor:**

- Develop communications process and materials to engage current and former board members
- Develop timeline and process for donor cultivation
- Initiate contact with target audience and set meetings/events as necessary
- Solicit pledges and record data in Blackbaud database
- Greenville First Steps staff will provide support in all steps, and will be responsible for collections after pledges are recorded. Staff have expertise in designing communications materials.

**Qualifications of successful vendor:**

- Successful history of individual donor development within Greenville County
- Proven ability to work independently and with minimal supervision
- Strong professionalism and written/oral communication skills
- Ability to work remotely and with a small group of staff and volunteers

**Goal:** \$220,000 in pledges

**Process:** Through an intentional, targeted communications effort, approximately 200 current and former board members will be contacted, updated on programmatic successes, and informed of plans for Early Childhood Endowed Fund and asked to participate financially in launching fund.

**Budget:** \$45,000- including a \$35,000 contract with local development expert and \$10,000 to support expenses related to project (including but not limited to events, meeting costs, and development of print and online resources)

**This project is for phase 1 of 3.** Successful completion of Phase 1 may result in contract extension to cover Phase 2 and/or Phase 3 without re-bidding project.

**How to apply:** Please submit a cover letter, detailing qualifications of vendor, and detailing proposed implementation plan and timeline. Submission (and any additional questions) should be sent directly to Derek Lewis, Executive Director [derek@greenvillefirststeps.org](mailto:derek@greenvillefirststeps.org)