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Mental Health
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THE FUTURE OF MENTAL HEALTH



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Major Gifts Program Development Consultant

Request for Proposal

(April – December 2021)

Stella's Place is a community-based, integrated peer and clinical mental health service for young adults (16-29 years) in the midst of a \$13M capital campaign. We develop and implement innovative approaches to reach young adults in need of service, and clinical practices and processes that put these young adults in the 'driver's seat' of their own recovery. Stella's Place is positioned to both deliver exceptional services to young adults, and to build the capacity of the mental health sector to address young adult mental health needs more effectively.

II. GENERAL PROJECT SCOPE

Stella's Place is seeking a full time, energetic mission-focused, and entrepreneurial contract Development Consultant ("Consultant") to lead and organize Stella's Place major gift program for April-Dec 2021.

This individual must be an independent, resourceful, and experienced fundraiser. The ideal candidate will be committed to working with people from diverse cultural, racial, linguistic, economic, educational, and vocational backgrounds to demonstrate Stella's Place's dedication to young adult mental health.

This Consultant will work closely with Stella's Place's leadership team and development team while spearheading strategies to execute fundraising within new and recurring donors related to major individual gifts.

III. DELIVERABLES

1. Develop Donor Case for Support to complement new Strategic Plan

2. Audit and recommend staffing structure to support implementation of Development team's strategic objectives
3. Institute a Performance Management system as per Development team's strategic objectives
4. Establish framework for Development team's Granting Foundations portfolio
5. Develop Moves Management System for the Development team
6. Identify, research, and outreach to individual major gift donors, ensuring consistent messaging with Stella's Place and developing customized funding proposals

We welcome a brief proposal that identifies:

- Your overall high level approach to developing a Major Gift Fundraising Plan and timelines for the 9-month period (either as requested, or altered with rationale) that demonstrates understanding of the project goals;
- Your availability for project engagement immediately;
- Relevant initiatives you have undertaken;
- Three (3) client references;
- Your fees and proposed fee schedule.

IV. SUBMISSION OF PROPOSALS

Interested Consultants must submit a proposal that should include, at a minimum, the consultant's resume/CV, three relevant references with contact information, and the following information:

I. Consultant Capability: Demonstrated history of success in fundraising related to major gifts, experience conducting organizational revenue forecasting and development planning and execution efforts.

II. Consultant Availability: Statement regarding April 19 start date and 9-month timeline.

III. Description of Approach: Your overall high level approach to developing a Major Gift Fundraising Plan including process and activities to be undertaken during the three (9) month contract to achieve the stated deliverables and complete related activities described in the RFP.

IV. Proposed Fee Structure and payment schedule for the project period and deliverables.

Proposals must be submitted electronically to Hannah Iland, via email at careers@stellasplace.ca, by 5:00 pm on April 6, 2021 in order to be considered. Proposals should include the subject line "Development Consultant Proposal [Candidate's Last Name]". Proposal submissions that do not follow these instructions exactly will not be considered.

If you require additional information concerning the procurement documents, please contact Hannah Iland hiland@stellasplace.ca, by 5:00p.m. on April 5, 2021. Questions will be responded to by email within 24 hours. Proponents who go outside of this contact person may be disqualified.

Please submit questions concerning the procurement documents to hiland@stellasplace.ca, by 5:00p.m. on April 5, 2021. Questions will be responded to by email within 24 hours. Proponents who go outside of this contact person may be disqualified.

Any confidential information supplied to Stella's Place is subject to disclosure by Stella's Place where it is obliged to do so under FIPPA and/or PHIPPA, by an order of a court or tribunal, or otherwise required by law.

Stella's Place requires signing of the following documents in the event of a procurement award; contract, conflict-of-interest declarations, confidentiality agreements, and non-disclosure agreements.

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is an equal opportunity employer and will accommodate individuals with disabilities through each stage of the recruitment and selection process. Please inform us if you require accommodation through any stage of the process and we will assist you.

Evaluation Matrix:

Qualifications/Past Performance, Presentation and references	25%
Scope of Proposal (Understanding of project/approach)	25%
Work Plan (details/milestones/deliverables)	25%
Cost of Services/Fee Structure	25%

Some proponents will be asked to meet by phone and/or web based meeting with Leadership Team member(s). Submission of a response to this request for proposal does not bind Stella's Place to engage the proponent to provide the requested service. The proponent is solely responsible for the costs it incurs in submitting a response to this RFP.

Thanks so much for your interest and attention.

Wangari Muriuki
March 29, 2021