



REQUEST FOR PROPOSAL (RFP)

Fundraising & Development Freelance Services

Issued by: Women of Toledo (WOT), Inclusive for Women Inc.

Location: 425 Jefferson Ave, 3rd Floor, Toledo, OH 43604

Website: www.womenoftoledo.org

Overview

Women of Toledo (WOT), a nonprofit 501(c)(3) organization under Inclusive for Women Inc., seeks proposals from qualified fundraising and development professionals or small firms to support organizational growth and sustainability through strategic fundraising, partnership cultivation, and grant development.

The selected contractor will strengthen WOT's development infrastructure and advance funding opportunities for all program areas: Economic Empowerment Initiatives, Youth Services, and Community Advocacy Engagement & Forums.

2. Scope of Work

The Fundraising & Development Consultant will serve as an independent contractor responsible for identifying, securing, and managing diversified funding streams. The consultant will work collaboratively with the Executive Director, Board of Directors, and Staff.

A. Fund Development & Expansion

- Identify and pursue new funding opportunities through grants, sponsorships, partnerships, and donors.
- Develop and maintain a grants calendar, proposals, and concept papers.
- Research prospective funders (corporate, foundation, and government).
- Support proposal writing and submission processes with clear documentation and follow-up.
- Assist in the design of donor stewardship and retention strategies.
- Help grow and manage the Circle of Supporters and Impact Circle programs as funding vehicles.

B. Grants Management

- Maintain organized grant documentation, executive summaries, and reporting templates in WOT's shared folders (Dropbox/Google Drive).



- Track funding, deliverables, deadlines, and outcomes in collaboration with the program managers.
- Support the preparation of progress reports, evaluation summaries, and post-award reports compliance.
- Develop program evaluation tools and impact reporting frameworks aligned with the Funder requirements.

C. Strategic Development Planning

- Work with leadership to align development strategy with WOT's mission and annual goals.
- Analyze and improve existing fundraising systems for sustainability.
- Support strategic planning sessions focused on fundraising, program scalability, and social enterprise development.
- Collaborate on donor communication materials, annual appeals, and impact reports.

D. Partnership & Stakeholder Engagement

- Cultivate partnerships with local and national businesses, foundations, and civic organizations.
- Support sponsor relations for all program revenue, such as International Women's Day, Intercultural Gala, HeForShe, and Board Fundraising projects.
- Coordinate acknowledgment letters, recognition materials, and follow-up communications.
- Represent WOT at development-related meetings or community functions as needed.

E. Reporting & Collaboration

- Submit monthly updates and task management reports outlining fundraising progress, grant pipelines, and outreach efforts.
- Attend bi-weekly meetings with the Executive Director.
- Present quarterly development performance summaries with key metrics (new funders, funds secured, grants submitted, partnerships developed).



3. Deliverables

Deliverable	Frequency	Platform/Tool
Fundraising Prospect List	Monthly	Excel/Google Sheets
Grant Proposal Submissions	Ongoing	Dropbox / Grant Portals
Donor Stewardship Plan	Quarterly	Shared Folder, LGL
Impact Reports / Progress Updates	Quarterly	LGL, PDF/Word,
Partnership/Sponsor Tracker	Monthly	LGL, Google Sheets
Annual Fundraising Strategy Review	Annually	Presentation Format

4. Contract Term & Compensation

- Term: 6 months (renewable upon performance review)
- Estimated Commitment: 15–25 hours per week (hybrid: remote & in-office as needed)
- Compensation: Negotiable; anticipated range \$30–\$50/hour or project-based equivalent.
- Contractor will invoice monthly (by the 1st or 15th).
- This is a 1099 freelance contract; no employment benefits are included.

5. Qualifications

Ideal candidates or firms will demonstrate:

- Proven experience in nonprofit fundraising, grant writing, and development strategy.
- Successful track record in securing grants, partnerships, or donor funding.
- Familiarity with donor databases, grant platforms, and nonprofit CRM tools. Strong written communication and proposal development skills.



- Experience with women's empowerment, education, or community-based organizations preferred.
- Ability to work independently and meet deadlines with minimal supervision.

6. Evaluation Criteria

Proposals will be evaluated on the following:

- Demonstrated fundraising and grant-writing success.
- Understanding of WOT's mission, values, and community impact.
- Creativity in donor engagement and partnership development.
- Proven ability to deliver measurable fundraising outcomes.
- Cost-effectiveness and scope of proposed services.

7. Proposal Submission

Deadline: Feb 6, 2026

Submission Format:

1. Cover Letter outlining your approach to fundraising for Women of Toledo
2. Résumé or Organizational Profile
3. Portfolio or Examples of Funded Projects / Grant Awards
4. Pricing Structure (hourly or project-based)
5. References (minimum of two professional references)

Submit via email: info@womenoftoledo.org

Subject Line: RFP Submission – Fundraising & Development Freelancer

8. Contact Information

For questions or clarifications, please contact:

Dr. Nina Corder, Executive Director

Email: nina@womenoftoledo.org

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Website: www.womenoftoledo.org

9. Equal Opportunity Statement

Women of Toledo is an Equal Opportunity Employer and contractor partner. We encourage proposals from individuals and firms of all backgrounds, especially women-led and minority-owned enterprises.