



REQUEST FOR PROPOSALS

FUNDRAISING AND RELATIONSHIP DEVELOPMENT MANAGER

Deadline: Open Until Position Is Filled

Contact: Pruitt@SP-Foundation.org

April 2, 2025

The Spastic Paraplegia Foundation (SPF) is dedicated to advancing research and ultimately finding the cures for two closely related groups of neurodegenerative disorders termed Hereditary Spastic Paraplegia (HSP) and Primary Lateral Sclerosis (PLS).

As an organization experiencing considerable growth, the Foundation is seeking a contracted professional to lead and expand its fundraising and relationship development efforts. Following is the description of the primary goal, indicators of success and core responsibilities of the contracted role.

Position: Fundraising and Relationship Development Manager

Duration: 12-month renewable contract

Reports to: SPF Executive Director

Goal:

The primary goal of this contracted position is to build the base of individuals giving of their time, talent, and treasure to advance the mission and goals of SPF. Specifically, the contractor will be expected to develop new relationships with individuals who can:

- a) Serve on SPF's board and/or various committees
- b) Increase the organization's access to scientific expertise
- c) Financially support the Foundation, helping to meet both immediate and evolving revenue needs.

Indicators of Success:

The contractor will work in partnership with SPF leadership to determine quantifiable goals for the first 12 months of their work with the Foundation. Indicators of success may include:

- Growth in funds raised (through increased number of donors/grantors, rates of donor retention, and gift upgrades).
- More volunteers and partners active in key areas such as the board of directors, scientific advisory board, and other task forces and committees—specifically focused on people with scientific knowledge, access to new philanthropic networks, and other areas of expertise or connection needed to advance SPF's goals.

Core Responsibilities:

1. Work with the fundraising committee in the creation and implementation of an annual fundraising plan that is focused on those strategies with the highest potential return on investment. Engage board members and other volunteers where their strengths and available time align with the plan. This plan should include, but may not be limited to:
 - The creation of a compelling case for support that describes the reasons SPF both needs and merits charitable support.

- Calculation of current donor retention rate and design of strategies to increase retention at a meaningful level in each of the next three years.
 - Strategies to upgrade consistent individual donors at all levels (increase their annual contributions).
 - Vetted list of available grant opportunities for SPF and calendar of annual grant submissions that includes grant focus, amount requested and timeline for submission and decision. The contractor will be responsible for creating this list and writing/preparing grant proposals and reports for submission.
 - Strategies to identify and recruit new individuals and businesses to support SPF with time, talent, and treasure.
 - Creation and management of a portfolio of individual and corporate donors to secure major gifts (gifts above \$10K and possibly multi-year) to significantly increase the amount of funds raised for SPF's programs. Management of the portfolio means developing tailored strategies for soliciting each donor and working to execute these strategies.
2. In conjunction with SPF's officers, create and lead the implementation of a plan to expand the number and impact of partnerships with individuals and entities committed to finding a cure of HSP/PLS and/or other upper motor neuron diseases. This plan should include, but may not be limited to:
- An environmental scan to identify potential partners in all sectors (public, private, and nonprofit) and define the value to be gained through stronger or more formal relationships.
 - Tailored strategies and timeline for building and/or deepening relationships with high value potential partners.
 - Maximizing the existing relationships with CPATH.

Submit application to:

Norma Pruitt, Executive Director
 Pruitt@SP-Foundation.org

Deadline:

March 15, 2025

Please note that priority consideration will be given to applications received by the deadline.

Applications will be accepted until the position is filled.

Instructions:

Please submit a response that includes the following:

1. Resume
2. Compensation requirements
3. Three references who can speak to your success securing significant contributions from both individuals and institutions.
4. Answers to the following questions:
 - How has your experience prepared you for this role and what is the greatest strength you would bring to SPF?
 - How would you approach building new relationships with donors/organizational allies?
 - How would you go about identifying new donors and supporters for SPF?
 - How would you measure success in this contracted role?