



Bereaved Families of Ontario-Toronto

Fundraising Consultant

Bereaved Families of Ontario- Toronto is currently seeking a Fundraising Consultant (part-time) who will support our organization to meet our goals in evaluating current needs and establishing a plan for on-going fundraising initiatives including but not limited to; identifying new opportunities and improving existing fundraising initiatives. The consultant would work closely with our Executive Director and Board to help us achieve our fundraising goals. Responsibilities will include research, planning and support with event execution.

Who We Are

Bereaved Families of Ontario- Toronto (BFO-T) is a nonprofit organization that is based in downtown Toronto and provides peer-to-peer support for those looking to find community and process their grief after the death of a loved one. Our programs and services range from one-to-one support sessions to 8-week support groups in which individuals with similar experiences share their stories, provide support and inspire hope. We are a community that has the courage to share and explore grief and aims to be a beacon of hope for the future.

The ideal candidate for this position will be an innovative, organized and results-oriented individual with a proven track record of developing successful fundraising campaigns and activities in the not-for-profit sector as well as raising funds. They can work independently and with a high degree of professionalism and are collaborative in their approach to teamwork. We are looking to work with a candidate who is aligned with our mission, ideally has lived experience with grief and wants to support our growth and sustainability.

GENERAL INFORMATION

1. The responding consultant bears sole risk and responsibility for costs incurred in the preparation of the quote. No BFO-T staff or board member shall have a financial interest in this RFP.
2. BFO-T reserves the right to ask for clarification on the proposal, if necessary, and to select an individual or firm based directly on the information provided, or to negotiate further with one or more respondents.
3. BFO-T reserves the right to reject any or all responses to this RFP.
4. Selection of a proposal will be based on (but not solely limited to) the criteria provided and any other relevant information provided at the time of the submission, as well as any additional information provided during any subsequent correspondence with the principal respondent.

PURPOSE

BFO-T wishes to retain a fundraising consultant or firm to provide services to the organization, specifically to:

1. Research a variety of fundraising opportunities from corporate and public funders;
2. Create a plan for financial viability based on research in both corporate and public sectors (including corporate and individual donor engagement strategy)
3. Lead or be part of a support team for fundraising campaigns and events (including our 3 annual ones)
4. Track data and provide reports when requested;
5. Identify and support ways to improve the organization's financial goals, and;
6. Attend meetings, as requested.

MINIMUM REQUIREMENTS

BFO-T requires:

1. At least 3 years of experience in fundraising for non-profit organizations;
2. At least two (2) references;
3. Proven track record of successfully executing fundraising events
4. Ability to commit to provide services until December 2023
5. Commitment to meet BFO-T's reporting timelines (internal/external)

PROCESS AND TIMELINE

1. To submit your proposal, please submit via email to Sarah Garcia-Heller, Executive Director sarah@bfotoronto.ca by 4:00 PM,, Friday June 2nd, 2023.
2. All questions must be received no later than 4:00 PM, Friday June 2nd, 2023.
3. The proposals will be evaluated by BFO-T's Executive Director
4. Applicants must be available for a virtual interview the week of June 5th , 2023.
5. BFO-T will notify the successful individual or firm by Monday June 19th, 2023.
6. Successful individual or firm to commence services by Monday May June 26th 2023. (earlier start negotiable)

CRITERIA

Proposals will be assessed based on the following criteria:

1. Fee structure/Cost of services (30%)
2. Proposed Approach, methodology and timeline for carrying out tasks in the scope of work (30%)
3. Qualification and experience (30%)
4. References (10%)

At BFO, we strive to be an equitable and inclusive employer. Our commitment to equity is grounded in an organization-wide goal to achieve working, teaching, and offering peer-support in a healing environment that is free of discrimination and harassment. We encourage people from all backgrounds to apply to our positions. We thank all applicants for their interest, however, only those selected for an interview will be contacted. Please inform us if you require accommodations during the interview process.