

## Request for Proposals

### Contract or Fractional Fund Development Officer

#### **Introduction:**

Citizens Against Sex Trafficking (C.A.S.T.) seeks proposals from qualified and experienced individuals or firms to provide contract or fractional Fund Development Officer services. The chosen candidate will play a vital role in advancing C.A.S.T.'s mission to empower the community to end sexual exploitation through prevention, education, awareness, and collaboration.

#### **Scope of Work:**

The Fund Development Officer is responsible for acquiring, developing, and retaining individuals and institutions providing financial support to C.A.S.T. The selected candidate will undertake the following duties and responsibilities:

1. Cultivate and identify prospective individual and institutional donors, prioritizing those with a personal and business interest in combatting sex trafficking.
2. Develop and execute a plan to cultivate relationships through various outreach methods, including phone calls, emails, cold calling, and face-to-face interactions.
3. Attend community meetings and gatherings to raise awareness, identify prospects, and follow up promptly with interested parties.
4. Sell sponsorships for various C.A.S.T. events.
5. Collaborate with C.A.S.T. staff and board members to prepare proposals for prospective donors.
6. Utilize C.A.S.T.'s CRM to track and report on developing and prospective relationships.

#### **Desired Skills and Qualifications:**

The ideal candidate should possess the following qualifications and skills:

- Minimum of 3 years of fundraising/development experience
- Proven track record of achieving revenue targets
- Excellent research, organizational, and communication skills
- Experience working with a CRM/CHMS is preferred
- Self-directed and highly organized with timely follow-ups
- Strong partnership-building skills
- Thorough understanding of diversified funding bases
- High energy with the ability to work independently and within a team

### **Proposal Requirements:**

*Submitter Information:* Name, address, URL and telephone number of the submitting individual or company. Include name, title, and qualifications of the individual who will serve as the Fund Development Officer.

*Offering:* Describe the offering proposed to execute the duties and responsibilities outlined in the Scope of Work.

*Cost:* Include the cost of services, broken down into sub-costs where applicable.

### **Timing and Budget:**

This engagement is currently designed to be 9 to 12 months in duration, with an option for renewal, beginning as soon as is practicable.

The budget is \$11,500.

### **Submission Deadline:**

All proposals must be submitted by Friday, March 1, 2024 to C.A.S.T.'s Executive Director, Ashley Moore, at [ashley.moore@castmn.org](mailto:ashley.moore@castmn.org).

*C.A.S.T. reserves the right to reject any or all proposals received.*

*Thank you for considering this opportunity to contribute to the mission of Citizens Against Sex Trafficking. We look forward to reviewing your proposal.*

**Citizens Against Sex Trafficking**

P.O. Box 251001, Woodbury, MN 55125  
[www.castmn.org](http://www.castmn.org) | [info@castmn.org](mailto:info@castmn.org)