



Saranac Lake Civic Center  
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**Request for Proposal:  
Fundraising Consultant Contractor Saranac Lake Civic Center**

Issue Date: 2/27/26

Proposal Due Date: 3/27/26

Contact: Marnie Crane, [info@saranaclakeciviccenter.org](mailto:info@saranaclakeciviccenter.org)

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The Saranac Lake Civic Center is a community-based nonprofit organization serving residents and visitors through recreational, cultural, and civic programming. The Civic Center plays a vital role in community life and seeks to strengthen its long-term financial sustainability through more strategic and effective fundraising.

The Civic Center currently is seeking a qualified fundraising consultant or contractor to expand and help implement a realistic, achievable fundraising plan appropriate for a small nonprofit in a rural community.

This engagement will focus on developing practical strategies, strengthening fundraising infrastructure, and positioning the Civic Center for long-term financial sustainability and community support.

RFP specifications, overview and deliverables are on the subsequent pages herein.

## **Project Purpose & Goals**

The purpose of this engagement is to increase fundraising capacity and revenue while building systems that can be sustained by staff and volunteers.

### Primary Goals

1. Develop a clear, practical fundraising plan.
2. Increase earned and contributed revenue to support ongoing operations and priority projects.
3. Expand and strengthen individual donor and sponsor support, especially within the local and regional community.
4. Identify and pursue grant funding opportunities aligned with the Civic Center's mission.
5. Increase board engagement and confidence in fundraising activities.
6. Optimize / recommend donor stewardship.

## **Scope of Work**

The selected contractor will work collaboratively with staff and the Board of Directors and will be responsible for the following:

### *Phase 1: Assessment - getting to know the Civic Center*

- Review existing fundraising efforts
- Assess internal capacity, board roles, and fundraising readiness
- Identify realistic fundraising opportunities and challenges

### *Phase 2: Fundraising Plan Development*

Develop a written fundraising plan that includes:

- Fundraising goals and revenue targets
- Recommended fundraising strategies (will exclude in-rink sponsorships, programming, etc; **see list of exclusions**)
- Fundraising calendar and timeline
- Roles and responsibilities for staff, board, and volunteers
- Budget and resource requirements
- Donor stewardship and communications strategy
- Accounting protocols

### *Phase 3: Implementation*

- Implement fundraising strategies
- Provide monthly progress updates and recommendations

### *Ongoing*

- Coach board members and staff in fundraising best practices
- Support grant research and grant writing or review

## **Fundraising Tactics & Exclusions**

Engagement is intended to focus on practical, mission-aligned fundraising strategies that strengthen the Civic Center's sustainability and can be maintained by staff and volunteers beyond the contract period. To ensure clarity regarding expectations and scope, the following activities will be explicitly excluded:

- Political fundraising or advocacy, including support for candidates, ballot initiatives, or lobbying efforts
- Debt financing, bond issuance, or tax levy initiatives
- Special events that require significant staff or volunteer time, such as galas or large-scale fundraising events, unless mutually agreed upon
- Direct solicitation conducted without coordination or approval from Civic Center leadership
- Management of finances or handling of funds, including processing donations or maintaining bank accounts
- Donor list ownership or resale: all donor data remains the property of the Saranac Lake Civic Center

## **Deliverables**

- Written fundraising plan
- Fundraising calendar and revenue projections
- Grant opportunity list and/or submitted applications
- Board fundraising tools or training materials
- Monthly progress reports
- Timeline

## **Desired Qualifications**

- Demonstrated experience in nonprofit fundraising and development
- Experience working with small or rural nonprofits preferred
- Knowledge of individual giving, sponsorships, and grant fundraising
- Ability to provide hands-on implementation support
- Strong communication and collaboration skills

## **Contract Terms**

- Contract term: Initial 6 months, with potential option to extend
- Budget: Proposals should include estimated cost and payment / reimbursable terms.  
*Note: the anticipated budget for this engagement is \$15,000–\$20,000,.*
- This position is a contractor role and does not constitute an employee relationship.

## **Proposal Submission Requirements**

Interested consultants should submit:

1. A brief statement of interest and approach
2. Relevant experience and examples of similar work
3. Proposed scope, timeline, and estimated cost
4. Resume or professional background
5. Two professional references

## **Selection Process & Timeline**

- RFP issued: 2/27/26
- Proposals due: 3/27/26
- Interviews: starting 4/13/26
- Anticipated start date: 5/1/26

The Saranac Lake Civic Center reserves the right to accept or reject any proposal and to select the consultant that best fits the organization's needs and capacity.

## **Submission Instructions**

Proposals should be submitted electronically to:

Marnie Crane, Saranac Lake Civic Center

[info@saranaclakeciviccenter.org](mailto:info@saranaclakeciviccenter.org)