
Development Services

Tapestry Public Charter School - Atlanta, GA

\$24,000 a year

Tapestry Public Charter School is requesting proposals for a Fundraising Consultant, which may be an individual or organization, to lead Tapestry board members and staff in expanding their fundraising and grant development capacity. This will be an initial twelve-month contract with an end goal of providing the organization with an annual fundraising/grant development plan; and in conjunction with the board and administration, identifying and submitting grant proposals, and enhancing existing and developing new fundraising efforts, including implementing an annual fund and project managing a spring auction event with the support of volunteers to coordinate the event and secure donations of auction items. The contract may be renewed at the end of the twelve months at the discretion of the board of directors and school administration.

About: Tapestry Public Charter School

Mission

The mission of Tapestry Public Charter School is to offer an inclusive, individualized learning environment that is academically engaging, both for neurotypical students and those on the autism spectrum, and to create a positive school culture that empowers all students to take possession of their innate talents and become creative builders of their own futures.

Vision

Tapestry provides a rigorous and enriching education for a neurodiverse student body in grades 6-12, thereby creating an inclusive, innovative and replicable academic model.

I. Project Goals

The goals of this project include:

- i. *Fundraising and Grant Development Plan:* The selected consultant will review past and existing development activities and lead the development and implementation of Tapestry's new annual fundraising and grant development plan.
- ii. *Fundraising program development:* The consultant will lead the development and implementation of 1) an annual fund with a focus on enhancing individual giving; 2) a corporate giving plan including identifying prospective corporate donors/partners; and 3) the annual Spring Auction BASH with the assistance of parent and board volunteers. The consultant will advise on the establishment of related social media campaigns and will evaluate resources and opportunities for additional fundraising capabilities, assisting in implementation where feasible.
- iii. *Grant identification, development and submission:* The consultant will lead the development and implementation of a grant development program, including the identification of key grant resources (government and private), the development of specific grant applications (and materials that may be used in multiple grant applications), and related board policies and procedures as needed.

To reach these goals, Tapestry is now accepting bids in response to this Request for Proposal.

The project details are as follows:

2. Scope of Work

The consultant's responsibilities will include:

- A kick-off meeting with members of the governing board and school administration to align on scope, priorities, work plan and deliverables.
- An audit of Tapestry's fundraising and grant development capacity that 1) identifies strengths and weaknesses of existing fundraising efforts and infrastructure to determine areas for improvement and development; 2) assess the opportunities and threats external to the organization; and 3) assess the organization's readiness that will inform the fundraising plan to ensure its success.
- Creating a comprehensive prospect list that includes previous, current and potential donors and grants (private sector, governments, foundations, individuals and others) that work to support Tapestry's vision. List will also contain upcoming RFPs, grants, and relevant application procedures, required documents and deadlines.
- Developing a strategic multi-year fundraising and implementation plan that includes strategies to increase Tapestry's fundraising efforts from the private sector, governments, foundations, individuals and others that is reflective of and in alignment with the organization's mission, vision, values and capacity.
- Developing a "pitch deck" based on the fundraising plan.
- Providing ongoing consulting, coaching and development assistance during the implementation stage of the plan.

3. Target Deliverable Schedule

The expected start date is September 1, 2025 and project completion date June 30, 2026. If this date needs to be adjusted, please include your proposed dates, as well as your reasoning for shifting the schedule. All proposed date changes will be considered. Additional contracts may be awarded for assistance with implementation of the plan at the Tapestry board's discretion.

4. Existing Issues and Organization information

At this time, Tapestry has a volunteer (engaged and active) board, a dedicated volunteer development committee and a number of volunteer professionals that may assist and facilitate the implementation of various parts of a fundraising plan. They may also be drawn upon as resources as appropriate during this contract and the development of the plan.

For further questions or information needed to develop the RFP response please contact: and reference the "Development Services RFP".

5. Budget Constraints

The proposed budget for this project is a fixed monthly amount of \$2000 for the 12-month duration of this contract (\$24,000 total). However we are flexible in compensation depending on experience and more in-depth discussions. Additional contracts for assistance in further fundraising plan implementation may be awarded at the discretion of Tapestry's board of directors.

6. Evaluation Metrics

Tapestry will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history
- Samples and/or implementation results from previous projects
- Projected timeline, schedule and measurable benchmarks
- Experience and technical expertise in grant development and non-profit fundraising
- Responsiveness and answers to questions in section #7

7. Questions Bidders Must Answer to Be Considered

- Describe how you propose to engage/interest potential donors in supporting Tapestry
- Provide examples of your experience and successes in the education community and/or other organizations with related missions
- Provide examples of your experience and successes with corporate donor support
- Provide examples of your experience and successes with government and private grants
- Describe your experiences in designing and implementing an annual fund
- Describe a project in which you were not successful. Please provide details on why the project was not successful, what you learned from the experience, and how you were able to apply what you learned to future projects.

8. Submission Requirements

Bidders must adhere to the following guidelines to be considered:

- Only bidders who can address all 5 metrics in the evaluation section should submit a proposal
- Proposals must be sent in by August 20, 2025.
- Include samples and references with your proposal
- Proposals should not be more than 10 pages
- A proposed project schedule must also be included and clearly expressed

Proposals are to be emailed as a PDF document attachment to the following email address:
jobs@tapestrycharter.org

9. Invoicing

Billing will be monthly and should coincide with reaching set goals and/or milestones identified in your proposed schedule.

10. Terms and Conditions

Tapestry will do a final interview with selected consultants prior to awarding this contract.

The successful contractor may be awarded a short-term professional services contract for the services identified in this RFP and in the submitted proposal.

Issuance of this RFP does not commit Tapestry to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP.

11. Contact Information

For questions or concerns connected to this RFP, we can be reached at: jobs@tapestrycharter.org

Job Types: Part-time, Contract

Pay: \$24,000.00 per year

Ability to Commute:

- Atlanta, GA 30340 (Required)

Ability to Relocate:

- Atlanta, GA 30340: Relocate before starting work (Required)

Work Location: Hybrid remote in Atlanta, GA 30340