

Request for Proposals for CONFR Workshop Presenters

The Council on Fundraising requests proposals from well-qualified consultants to serve as a CONFR Workshop Presenter for the year beginning August 2011 through July 2012. Essential information follows:

Workshops in the North Country

CONFR has received a grant from the North Country Region of the New Hampshire Charitable Foundation to hold nine workshops in the North Country in 2011, three each in Littleton, Berlin/Gorham, and Conway. Some of these have been held already or are currently scheduled. Presenters are still needed for the following:

- Essential Knowledge and Best Practices for Development Directors
- Special Events & Volunteer Recruitment, Retention & Reward
- Creative Fundraising for Small Shops in Hard Times
- Using Social Media and Dynamite Websites to Tell Your Story to Donors and Prospects
- Individual Giving: Strategies for Taking Annual Funds of All Sizes to the Next Level
- Creating a Development Plan and Your Case for Giving

Workshops in the Other Areas of the State

In addition, presenters are needed for workshops to be scheduled in other areas of the state, especially in the Monadnock, Nashua, Upper Valley and Seacoast regions. In addition to the topics listed above, we are seeking proposals on these topics:

- Planned Giving 202: Beyond the Basics
- Federal Grants: Researching, Writing, Implementing, Reporting
- After the Government Funding is Gone: Building a New Fundraising Paradigm
- Using Technology for Development: Online Giving and Other Strategies
- Creating a Major Gift Program With Limited Annual Donors
- Making the Ask: Fearless Fundraising for Staff and Boards
- How to Run a Successful Endowment Campaign (While Keeping the Annual Fund Alive)
- Prospect Research: Why You Need It and Why It's Cost Effective
- The ABCs of Donor Databases: How Do You Know What You Need?
- Or, send us a proposal for a new workshop!

Requirements for Proposals

- Complete and submit by email the Workshop Presenter Application by the deadline of May 20, 2011.
- CONFR may recommend that certain content should be included in your outline.

Compensation for Presentation

Thanks to a grant from the NH Charitable Foundation, North Country Region, presenters of workshops held in Littleton, Berlin/Gorham or Conway will be compensated with a \$500 stipend and mileage at the current government rate.

Presenters of workshops in other regions of the state will not receive a monetary stipend – but will receive our heartfelt gratitude, free publicity and will be reimbursed for mileage at the current government rate.

Independent Contractor: Presenter will furnish services as an independent contractor. Presenter is not entitled to any medical coverage, insurance or other benefits afforded CONFR's regular employees.

Course Flow: It is our goal to have our workshops as interactive as possible and provide participants with useful handouts and a list of resources pertinent to the program topic. Flexibility with content and flow is encouraged to accommodate various learning styles and questions/conversation with participants.

Contract: Presenters will be asked to sign an Agreement to Present form when workshops are finalized and a date and location are confirmed.

Event Promotion: CONFR will promote the workshops via its website, flyers, emails, and social media. A brief description of the event along with your brief bio will be included on our website.

Event Registration: CONFR will be responsible for all registration activities for the workshops.

Presenter Marketing: We ask that presenters limit promotion of themselves and their businesses to their introduction and their contact information on handouts. We request that presenters do not directly solicit work or solicit input unrelated to the presentation topic.

Presentation and Audio-Visual Needs: CONFR will not pay to print paper handouts, but will gladly distribute handouts electronically prior to or after the workshop, and/or post them on our website. Audio-visual needs (LCD projector, screen, microphone, easel, etc.) should be communicated to CONFR as soon as possible, and a minimum of 10 business days prior to the event. The CONFR logo must be on PowerPoint presentations.

Event Materials: CONFR keeps a copy of your presentation and handouts on file in the event that participants request copies. Please be sure any proprietary material is clearly labeled with your name and copyright information. Please let us know if you do not want your materials posted on the website or distributed to non-participants for any reason.

Cancellations Due to Low Enrollment: We typically do not cancel a course unless there are fewer than 5 participants. If you require a minimum number of participants for your session, please let us know. We can cancel the course up to a week prior to the session if the course does not fill.

Weather Cancellations: Event cancellations due to inclement weather will be determined by 7am on the day of the event and the announcement can be heard by calling CONFR at 603-724-6741.

Evaluations: CONFR conducts evaluations via electronic means and will send a compiled list of the responses from participants to you after the course. We continuously work to improve our programs, so any feedback you have for us, especially about refining topics, is always welcome.

Termination of Agreement: It is understood that the Presenter will not cancel a workshop except for exceptional circumstances. CONFR reserves the right to find a replacement presenter for the same date. Failing that, the Presenter agrees to re-schedule at the earliest possible date.

Thank you! Without your generous support and talent, our workshops would not be possible!

Our Mission

The mission of the Council on Fundraising is *to educate and empower the nonprofit community to raise more money for a stronger New Hampshire*. CONFR builds the capacity of nonprofit organizations by improving the skills and expanding the knowledge of professional and volunteer fundraisers, focusing on fundraising applications and best practices in fundraising management. We believe this training will help organizations fulfill their missions in their respective communities while increasing charitable giving throughout the state.

April 29, 2011