



BREAST CANCER RECOVERY

Request for Proposal: Event Administrator July 6, 2016

Reports to: Executive Director

PURPOSE: Breast Cancer Recovery is seeking request for proposal to provide event planning communications, marketing, and fundraising for the organization.

BACKGROUND: Breast Cancer Recovery (BCR) is a non-profit organization whose mission is to provide environments for women breast cancer survivors to heal emotionally. The two primary programs for fulfilling the mission are our Infinite Boundary Retreats and Sharing the Knowledge conference. The funding for these programs include sponsorships, individual, and corporate monies from BCR's annual Party with a View and other third party hosted events.

DESCRIPTION

The Event Administrator is expected to be able to manage contacts from the public including women impacted by breast cancer, members of our Board of Directors, volunteers, service persons and building personnel. This position requires strong organizational skills, an eye for detail, and the ability to take initiative and ownership over multiple projects. The primary duties of the position are to provide communications and marketing, events and program services, plus fundraising initiatives.

INFORMATION REQUESTS: At minimum, the proposal should address the following items, as Applicable:

1. Background and experience with similar organizations including specific examples of funds raised at events, type of event(s) managed communications and marketing services provided.
2. What value your services can bring to Breast Cancer Recovery's organization.
3. If coordinating other events, please address any conflict of interest related to the other events and how you plan to address this.
4. Fee Structure: Detail the fees associated with providing the detailed Scope of Work and any additional costs associated with fulfilling this RFP.
5. References, including contact information

SUBMISSION AND GENERAL INSTRUCTIONS

Individuals and firms responding to this announcement shall submit their proposal by e-mail to Megan Purtell at megan@bcrecovery.org no later than July 26, 2016. Late proposals will not be accepted.

IMPORTANT DATES DEADLINE

- 1) RFP Notice – Open for Submission July 6, 2016
- 2) Proposal Submission Deadline July 26, 2016
- 3) Interviews August 1 – 10, 2016
- 4) Contract with Selected Proposal August 20, 2016

All proposals should be submitted as a Word document or as a PDF

SCOPE OF SERVICES

GENERAL INFORMATION

- Understanding of the mission of the BCR and a commitment to its goals and objectives.
- The position is flexible on work location, with a request to work in the BCR office 1 – 2 days a week.

BCR PROGRAMS & EVENTS

- Coordinate planning for fundraising special events from start to finish.
 - Arrange space, silent auctions, and catering needs. Consult with Executive Director to establish fundraising goals and services required.
 - Arrange space, exhibits, guest accommodations, meals, and other pertinent activities for Sharing the Knowledge conference. Manages and processes conference registrations.
- Lead, with the Assistance of the Executive Director, 3rd Party Events.
 - Collaborate with contacts to coordinate office and event volunteers.
- Perform a variety of administrative functions related to special events, including data management, RSVPs, and correspondence.
- Provide on-site coordination for special events, which can include extended work shifts, problem-solving, decision-making and interaction with volunteers and local vendors.
- Prepare and provide post-activity evaluation reports.
 - Monitor and prepare reports on revenues and expenditures to ensure cost effective programs.
- ***Infinite Boundaries Retreats***
 - Assist the Program Director with program administration and preparation of materials/supplies for programs.
 - Collect and track program data.
 - Assist Program Director with recruitment and training of retreat site directors, retreat volunteers.
 - Assist Program Director on potential retreat sites and site contract negotiations.

COMMUNICATIONS

- Maintain BCR website www.bcrecovery.org; BCR's Facebook page and other social media.
 - BCR electronic newsletters, notices of events, and other information (Constant Contact is the software)
 - Maintain mailing list database, inventory of BCR program and informational materials (DonorPerfect database)
 - Work with Executive Director in event marketing via media promotion and developing mailings, flyers, brochures, and other promotional materials.

FUNDRAISING

- Knowledge and familiarity with potential donors and sponsors.
 - Complete prospect research and identify individual, foundation and corporate prospects
 - Assist Executive Director with the strategic fundraising plan for the organization
 - Provide training/technical assistance to the board of Directors and selected staff to increase capacity for fundraising
 - Provide technical support to the organization as needed (based on completed fundraising plan) for fundraising and donor development
 - Donor Management and Contact Information
 - Database Maintenance, and updating of contacts (DonorPerfect database)

PHYSICAL DEMANDS/OTHER

- Must have the physical ability to assist with unpacking/packing supplies.
- Must hold a valid driver's license
- Bachelor's degree, or equivalent training and experience, preferred