

Olympia Film Society
Request for Qualifications - Fundraising Consultant
Deadline: May 18, 2018

The Olympia Film Society will be embarking on a major capital campaign to restore and preserve the historic Capitol Theater. The Olympia Film Society (OFS) is looking for a fundraising consultant who will work with the OFS Capital Campaign Committee and staff to develop a fundraising strategy, which will raise \$200,000 by April 30, 2019.

There will be an opportunity for the selected firm to negotiate the final scope of work and budget.

ANTICIPATED SCOPE OF WORK

1. **Develop a Capital Campaign Plan.** This campaign will continue as a multi-phase project that would raise up to \$2 million through a combination of major corporate gifts, private donations, fundraising events, and grant applications to foundations and governmental agencies over 2-4 years. Preservation and renovation of the Capitol Theater and expansion of OFS screening venues, as well as the establishing key reserves, will be the primary usage of funds raised.
2. **Manage and Implement Capital Campaign Plan.** In coordination with the Capital Campaign Committee and OFS staff, implement the fundraising strategy; specific tasks are expected to include:
 - Work with our Executive Director and Marketing team to develop fundraising materials and communications;
 - Identify key corporate and foundation donors;
 - Identify key private donors;
 - Support fundraising events;
 - Train board members and volunteers to implement the plan;
 - Assist with identifying, writing and coordinating submittal of grant proposals to potential grant sources; and
 - Meet regularly with Capital Campaign Committee and OFS staff to ensure projects stay on track and are accountable.
3. **Track Progress.** In coordination with the Capital Campaign Committee and OFS staff, track, evaluate, and adjust campaign goals. Report to the Committee and staff.

The Olympia Film Society is a 501(c)3 non-profit arts organization. OFS is an equal-opportunity employer and does not discriminate against employees, volunteers, or membership on the grounds of race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, or the presence of any disability.

SUBMISSION REQUIREMENTS

Submit an electronic PDF copy to Audrey Henley, Executive Director
audrey@olympiafilmsociety.org

Submissions should contain the following information:

- A one-page letter of interest that includes a synopsis of the qualifications and contact information of the person who will be managing this work, as well as any unique qualifications respondent brings to the table.
- Resume of consultant(s).
- Budget Estimate and timeframe for completion of task 1, and budget estimate for campaign support, tasks 2 and 3, and ongoing until campaign completion.
- Describe experience and expertise with fundraising and development, and any capital campaigns worked on (no more than one page).
- Indicate current and upcoming project commitments through January 2019 of key personnel and available capacity for this project.
- Please provide project descriptions for three (3) significant projects performed by respondent within the last five (5) years. Include the following:
 - Name of the client
 - Description of projects
 - Objectives of the projects
 - Strategy employed and services provided

Download this application at:

www.olympiafilmsociety.org/about/job-opportunities/

ABOUT THE OLYMPIA FILM SOCIETY

The Olympia Film Society was created in the early 80's showing movies from basements to shared spaces in Olympia, Wa. In 2010 the OFS became sole owners of the Capitol Theater a 762 seat - 1924 art deco movie and concert house. The operation of the theater consists of a small staff, board of directors, 150 volunteers, and the support of more than 1800 OFS members and South Sound music lovers and cinephiles. Throughout the year OFS offers the best award-winning, international, and independent films. OFS also hosts a variety of concerts and performance events, ranging from popular music to burlesque to internationally- acclaimed lecturers, celebrity guests, and multi-day film festivals presented at the Capitol Theater.

OFS maintains high standards of participatory decision-making and promotes active volunteerism among our community to present the best in independent films, live music, and film festivals. OFS strives to educate and unite, enlisting the power of film, music, and art to illuminate the intricacies of diverse cultures, the natural world, and the human condition. It is furthermore our goal to maintain high standards of participatory decision-making and fiscal accountability in keeping with the cooperative nature of our association, and our status as a nonprofit cultural and educational organization.

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MISSION

To present film, music, art, by honoring the past and the present, the independent and the experimental in an environment that encourages dialogue, volunteerism, and preservation of the Capitol Theater.

VISION

Inspiring generations of minds one show at a time.

VALUES

Preservation Before Renovation	Volunteerism	Collaboration with Cooperation
Community Involvement	Integrity	Quality Programming
Fun Atmosphere	Professionalism	Exceptional Customer Service



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