

Fund Development Contracting or Consulting Services Request for Proposal
Diocese of Juneau, Alaska
September 16, 2016

About the Diocese

Located in Southeast Alaska, the Catholic Diocese of Juneau, a mission diocese, is the smallest Diocese in the United States, with a Catholic population of 10,600, spread out among 9 parishes and 17 mission communities. Geographically however, it is one of the largest Dioceses at just over 53,000 square miles in area. Except for limited road access to two Northern communities, the parishes and missions are only accessible only by air or sea. The primary inter-city means of travel are the Alaska Marine Highway System (the Alaska Ferry) and Alaska Airlines. Smaller villages are accessed by either smaller bush air services or local ferries. Currently, the Diocese is served by 7 active priests and 4 deacons.

Diocese Mission

From its 2013 Diocesan Synod, the Bishop of the Diocese, the Most Reverend Edward J. Burns, promulgated a Diocesan Pastoral Plan in 2015. The Pastoral Plan addressed five major areas of Catholic Life

1. Personal Relationship with Jesus Christ
2. The Church and Society
3. The Future of the Church
4. Stewardship and the Temporal Needs of the Church
5. Liturgical, Sacramental and Spiritual Life

Goal of RFP

The scope of this RFP is to solicit professional assistance in developing the 4th plank of the 2015 Pastoral Plan, meeting the Stewardship and Temporal Needs of the Church. As stated in the Pastoral Plan, "The requirements concerning this area are intended to assist the people of the Diocese, both individually and as Church communities, to develop a spirituality that includes stewardship for and contribution to the material needs of the Church."

Specific goals include

- Implement a unified initiative to introduce and foster the spirituality and practice of stewardship among its people as a means of ensuring that the temporal needs of the Catholic Church of Southeast Alaska are met at the diocesan and parish levels.
- Establish the creation of endowments to support the parishes, missions, schools, and other institutions of the Diocese.
- Expand the number of grant sources and other out-of-diocese funding sources.
- Renovate the Cathedral of the Nativity of the Blessed Virgin Mary, a 105 year old building.
- Renovate St. Paul the Apostle Catholic Church so that it may be elevated to Co-Cathedral status.

- Construct a new retreat center at the Shrine of St. Therese, which was recently elevated to the dignity of a National Shrine status.
- Promote the sustainability of Holy Name School – the only Catholic School in the Diocese - and explore the viability of adding another Catholic school.

Scope & Guidelines

The Diocese requires a fund development contractor or consultant to support its stewardship efforts and meet the stewardship goals of the Diocesan Pastoral Plan.

Requirements include:

- Work closely with Chancery staff, Diocesan Finance Council members, Diocesan Pastoral Council members, and parishes to develop a long term stewardship plan and requisite capital campaigns.
- Assist in maintaining the structure and follow-up necessary for successful stewardship and capital campaign success.
- Establish a Major Gifts Committee, and liaise with prospective, current and past major donors.
- Develop and supplement prospect research as required.
- Location of contractor or consultant is flexible, as long as respondent agrees to an initial on-site visit to Juneau, Alaska, with follow-up visits as agreed upon.
- Regular meetings with stakeholders via video conference calls.
- Ongoing support and consultation services, to be determined by the parties.

Qualifications

Interested parties should submit:

- An overview of your company/skills and any relevant experience;
- A description of 3 projects, employers or clients that reflects your alignment with the scope of this request for proposals;
- Names and contact information for a minimum of 3 current references;
- Fee expectations;
- A listing of national associations that the respondent is affiliated with.

Evaluation Criteria

- 50% experience, with strong preference given organizations with Catholic parish or Diocesan experience.
- 50% price

Timeline

- Written proposals should be submitted no later than October 31, 2016
- Submissions can be provided by mail or e-mail to
Deacon Michael Monagle, Business Manager
Diocese of Juneau
415 6th St., Ste. 300
Juneau, AK 99801-1074
businessmanager@dioceseofjuneau.org
- It is the responsibility of the presenter of the submission to ensure that it has been timely submitted to the Diocese. The Diocese is not responsible for lost or mis-directed proposals. The Diocese reserves the right to not hire any respondents, or to re-release the RFP.

If you require clarification or have a question, please call Deacon Monagle at (907) 586-2227 x27, or email businessmanager@dioceseofjuneau.org. Answers along with the question submitted may be shared with all potential RFP responders.

Additional information:

Diocese of Juneau, <http://www.dioceseofjuneau.org/>

Diocese of Juneau Pastoral Plan, <http://www.dioceseofjuneau.org/pastoral-plan-2015-2020>

Diocesan Finances, <http://www.dioceseofjuneau.org/financial-statements>