



Request for Proposal – Life Science Washington Institute

Project Name: Sustainability Program

Position: Sustainability Consultant

Life Science Washington Institute– Organizational Background

Life Science Washington (LSW) is a trade and professional organization for the life sciences in the state of Washington. The Life Science Washington Institute (LSWI) was incorporated in 2017 as an arm of LSW with a singular and exclusive focus on the needs of entrepreneurs, start-ups, and early stage companies. The Institute received its 501(c)(3) designation in February 2018 and now houses the commercialization and entrepreneurial education and support services originally launched at LSW. Our mission is to provide support to life science entrepreneurs and start-up companies via educational, economic and other resources crucial for their success. Our vision is to create and support an ecosystem that accelerates the cycle of idea generation and concept validation, and boosts development of market relevant, impactful products and solutions for healthcare.

Project Scope

The Institute and some of its programs were initiated utilizing targeted funding from the Life Sciences Discovery Fund. With this primary grant ending on September 30, LSWI is in the process of identifying continuous and new funding opportunities in order to pursue our short-, intermediate-, and long-term programming goals as well as financial sustainability. Sustainability is anticipated to come from a possible combination of agency and foundational grants, program revenue/sponsorship, and charitable contributions from individuals and/or corporate entities. The financial strategy requires the approval of the Board of Directors and must align with the overall strategy for LSW, the parent organization.

Position Objectives and Functional Requirements

We are seeking a uniquely qualified and experienced fundraising consultant to develop an executable financial plan for LSWI. The delivered Fundraising Project Plan should be a clearly articulated project plan that identifies and prioritizes potential fundraising targets. The ideal candidate will therefore have significant expertise in designing fundraising strategies and financial planning for 501(c)(3) organizations in addition to having connections to potential funders.

Position Timeline

The Consultant will be engaged beginning August 15, 2018 (or on an agreed upon date) through September 30, 2018. The final Fundraising Project Plan will be delivered no later than end of day on Monday, September 24, 2018.

Position Budget

Please submit an estimated budget to address the above program objectives and functional requirements. Services need to be itemized to a level of detail consistent with the outlined objective.

Applicant Qualifications

The ideal candidate will possess the following qualifications:

1. Ten years of experience in a relevant area of strategic financial planning, fundraising, and/or the acquisition of sustainable funding for a 501(c)(3) non-profit organization
2. Demonstrated knowledge of and familiarity with relevant granting agencies, corporate and private foundations, single family office (SFO) funders, and multi-family office (MFO) funders.
3. Demonstrated ability and track record in working with multiple different types of stakeholders



including management, staff, board members, potential funders, community partners, and others.

4. Excellent verbal and written communication skills
5. Expertise in the life sciences or related fields is preferred but not required.

Applicant Should Submit:

1. Letter of Intent
2. Resume
3. Examples of previous work
4. References from 3 client organizations

Proposals are due by email to jessica@lswinstitute.org by August 10th, 2018.

Contract Terms

- Vendors will be required to comply with a financial conflict of interest policy that includes disclosure and mitigation of any potential conflicts.
- Vendors will be required to comply with the Life Science Washington Institute confidentiality policy
- Payment will be directed as invoiced monthly during the project as milestones are completed.

Evaluation Criteria

Proposals received by the deadline of **August 10th** will be evaluated based on candidate qualifications upon review of materials provided, telephone interviews for finalists, and discussion with references.

Contact Information

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