



Request for Proposals (RFP)

Development Consultant for Monarch Justice Center of Napa County

Introduction

Monarch Justice Center (MJC) is Napa County's Family Justice Center, dedicated to ensuring that survivors of sexual assault, child abuse, elder abuse, domestic violence and human trafficking not only survive but thrive. Incorporated as a 501(c)(3) nonprofit in 2022, MJC coordinates a network of co-located partners to deliver trauma-informed, wraparound services under one roof.

To sustain and expand this critical work, MJC seeks a Development Consultant to create a comprehensive development and fundraising plan that will ensure long-term stability for our center and the families we serve.

Project Objective

The primary objective is to develop a comprehensive 3–5 year development strategy that reflects the unique needs of a family justice center in Napa County and incorporates MJC's recently completed 3–5 year strategic plan. This plan must:

- Define the necessary components of a robust, sustainable development strategy for a family justice center.
- Identify potential funding sources, including individual donors, private foundations, corporate partners, government grants, and earned-revenue models.
- Recommend structures and practices that will strengthen long-term fundraising capacity.
- Deliver an actionable plan for donor engagement, fundraising initiatives, and resource mobilization.
- Provide recommendations for implementation and evaluation tied to MJC's Strategic Plan.

A final written plan with clear strategies, timelines, and benchmarks is required within 60 days of proposal acceptance.

Scope of Work

Conduct an Initial Assessment

- Review MJC's history of grants, donations, and community fundraising.
- Evaluate current development infrastructure and identify gaps.

Engage Key Stakeholders

- Conduct interviews with board members, leadership, co-located partners, donors, and community leaders to capture perspectives on MJC's development priorities.

Market & Philanthropic Landscape Analysis

- Analyze giving trends locally and nationally related to family justice centers and victim services.

- Identify relevant opportunities for corporate sponsorships, foundation grants, government funding, and major donor cultivation.

Strategy Development

- Create a detailed development roadmap that includes goals, objectives, and recommended actions aligned with MJC's mission and strategic direction.
- Propose strategies to diversify revenue streams, expand donor engagement, and strengthen donor stewardship.

Implementation Plan

- Develop a 60-day deliverable plan with a timeline, budget, and identified KPIs.
- Recommend infrastructure improvements to support successful implementation.

Final Report & Presentation

- Provide a written development strategy and present findings and recommendations to MJC's Board of Directors and leadership team.

Proposal Submission Guidelines

Interested consultants should submit:

- Qualifications and relevant experience, preferably with family justice centers or nonprofits serving survivors of crime.
- A clear approach and methodology for developing the deliverables.
- Proposed timeline ensuring final plan delivery within 60 days of proposal acceptance.
- Sample work or case studies from similar projects.
- References from past clients.

Evaluation Criteria

Proposals will be evaluated based on:

- Expertise in nonprofit development and familiarity with the family justice center model.
- Understanding of the Napa Valley philanthropic and government funding landscape (preferred).
- Quality, feasibility, and clarity of proposed approach.
- Value and cost-effectiveness.
- Demonstrated success in comparable projects.

Budget

Proposals should include a detailed budget aligned with the project scope and 60-day completion requirement.

Budget Guidance: Monarch Justice Center anticipates that this engagement will require 80–120 hours of senior-level consulting over a 60-day period. Based on comparable nonprofit development planning projects, proposals in the \$15,000–\$25,000 range are anticipated. Consultants may propose either an hourly rate with estimated hours or a flat project fee, provided the budget clearly aligns with the deliverables and timeline outlined in this RFP.

Contact

For inquiries and submissions, please contact:

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