

### **Oberlin Shansi Fundraising Campaign Consultant**

Oberlin Shansi, an international educational and cultural exchange nonprofit organization, seeks a consultant to provide expertise, guidance, and support for the development and implementation of a fundraising campaign with a goal in the range of \$1.5 to \$3 million. Oberlin Shansi works closely with Oberlin College and partners in Asia to implement transformative professional exchanges that help empower individuals, energize communities, and strengthen long-term partner institutions in Asia and Northern Ohio. Our fellowships, grants, and visiting scholars programs nurture meaningful collaboration and deep intercultural understanding across linguistic, social, and geographical boundaries. More information on Oberlin Shansi can be found at <https://www.shansi.org/vision-and-mission>.

The implementation of the campaign will be the responsibility of the Oberlin Shansi team - Executive Director, Senior Director, Administrative Assistant, and Board of Trustees Development Committee. The consultant will provide technical assistance and guidance in support of campaign planning and implementation, including finalizing the case statement and feasibility study, developing and tracking implementation milestones, and supporting staff and Trustee efforts on prospect research and solicitation planning.

#### Responsibilities

##### Campaign Planning and Implementation

- Serve as technical advisor and resource to staff and Board Development Committee on final planning stages and implementation of a capacity campaign
- Support development of timetables and milestones
- Track and report on implementation progress
- Advise staff on design, recruitment, and, in some cases, management of campaign committees
- Assist in preparing planning, organizational, and marketing documents:
- Provide guidance in development of solicitation plan templates, training materials for volunteers, and technical training to staff and key trustees on prospect research and solicitation planning
- Support development of a donor recognition plan
- Guide and support other aspects of the campaign as Oberlin Shansi moves from planning to implementation of quiet and public phases

### Feasibility Study

- Assist staff with finalizing feasibility report
- Provide guidance on assessing data from interviews conducted by staff
- Support completion of gift range chart and donor pyramid

### Terms & conditions

- Starting date: March 1, 2024
- Duration: 12 months
- LOE: Up to 12 hours per month
- Supervisor: Executive Director
- Consultancy fee: Negotiable

### Profile

- Proven successful track record in fundraising for non-profit sector and working with small non-profit organizations
- Experience with fundraising campaign development, implementation, and oversight
- Familiarity with planned giving, especially within the context of a capacity campaign
- Knowledge of institutional and private sector donors desired but not required
- Background in international educational exchange and Asia desirable but not required

Interested parties are requested to submit a CV and a letter to [shansi@oberlin.edu](mailto:shansi@oberlin.edu) describing their experience working with small nonprofits on fundraising campaigns and specifics connecting their experience to the consultant responsibilities listed above. Please include a proposed hourly rate that can be supported by documentation from prior consultancies.