

REQUEST FOR PROPOSALS (RFP)

Grant Writer, Donor Engagement & Philanthropic Partnerships Contractor

Issued by: Northern Alaska Environmental Center (NAEC)

Date Issued: December 9, 2025

Proposal Deadline: January 31, 2025

1. Background

The Northern Alaska Environmental Center (NAEC), headquartered in Fairbanks, works to protect the lands, waters, wildlife, and people of Interior and Arctic Alaska. NAEC engages in research, public education, advocacy, coalition leadership, and policy analysis focused on the Arctic, subsistence and wildlife protection, mining impacts, energy development, wilderness protection, and environmental justice.

NAEC is currently in a Renewal & Rebuilding phase, strengthening its governance, communications, coalition engagement, and financial sustainability. As part of this effort, NAEC is seeking a Grant Writer, Donor Engagement & Philanthropic Partnerships Contractor to help stabilize and grow diversified funding across programs.

2. Purpose of this RFP

NAEC is soliciting proposals from qualified contractors with experience in:

- Nonprofit grant writing and institutional fundraising
- Donor engagement and individual giving strategies
- Foundation and philanthropic relationship development
- Environmental, climate, Indigenous, and rural community funding

The selected contractor will help NAEC:

- Increase and stabilize institutional and individual donor funding
- Build a multi-year grants and philanthropic funding pipeline
- Strengthen relationships with foundations, major donors, and philanthropic partners
- Support program growth across Arctic, subsistence & wildlife, mining, energy, and conservation work
- Strengthen internal development systems and reporting capacity
- Reduce administrative burden on NAEC leadership and board



3. Scope of Work

The contractor may be engaged for all or part of the following tasks. Applicants may propose additional deliverables, refinements, or an alternative scope of work aligned with NAEC's priorities.

A. Grant Research & Prospecting

- Identify new funding opportunities aligned with NAEC's mission and programs
- Research local, regional, national, and Indigenous-serving foundations and philanthropic institutions
- Track application cycles, eligibility requirements, and deadlines
- Build and maintain a prioritized funding prospect list

B. Grant Writing & Proposal Development

- Draft, edit, and submit grant proposals
- Work with program leads to develop accurate scopes, budgets, and narratives
- Translate policy, technical, and community-based work into compelling funder language
- Prepare letters of inquiry (LOIs), concept notes, and full proposals

C. Reporting & Compliance

- Track grant reporting deadlines and deliverables
- Draft interim and final grant reports
- Ensure compliance with funder requirements
- Support documentation for audits, board reporting, and grant monitoring

D. Donor Engagement & Individual Giving

- Support NAEC's individual donor engagement strategy
- Assist with donor cultivation, stewardship, and retention
- Draft donor updates, appeals, and targeted giving communications
- Coordinate with NAEC's media and communications efforts for fundraising campaigns
- Support major donor cultivation strategies in collaboration with NAEC leadership and board

E. Foundation & Philanthropic Partnerships

- Support relationship-building with institutional funders and philanthropic partners
- Assist with funder briefings, site visits, presentations, and strategic updates
- Track relationship history, communication touchpoints, and partnership opportunities



- Help position NAEC for long-term philanthropic partnerships and multi-year funding

F. Development Strategy & Systems

- Help build a multi-year institutional and individual giving fundraising plan
- Support internal grant and donor tracking systems and workflows
- Coordinate with NAEC's President, Treasurer, and Finance Committee
- Support integration with donor databases, development calendars, and reporting systems

4. Contract Length & Time Commitment

- Initial contract: January – December 2026 (or negotiated start)
- Estimated time: 20–40 hours per month, flexible based on grant cycles and donor activity
- Contract may be renewed based on performance, organizational needs, and funding

5. Qualifications

Ideal applicants will demonstrate:

- Proven experience in nonprofit grant writing and development
- Demonstrated success securing foundation, institutional, and philanthropic funding
- Experience with donor engagement, stewardship, and individual giving strategies
- Experience working across multiple programs and budgets
- Familiarity with environmental justice, public lands, Arctic, subsistence, wildlife, energy, or mining issues
- Strong financial and narrative integration skills
- Strong written communication, relationship-building ability, attention to detail, and deadline management
- Ability to work independently while coordinating closely with NAEC leadership, board, and program teams

6. Proposal Requirements

Applicants should submit:

1. Cover Letter or Resume – Interest in working with NAEC, relevant experience
2. **Fundraising & Grant Experience** – Description of recent funded proposals and donor engagement work (generalized where confidentiality applies)
3. **Approach & Work Plan** – How the applicant would support NAEC's grants, donor engagement, and philanthropic partnerships



4. **Timeline & Availability** – Monthly availability
5. **Budget Proposal** – Hourly rate, retainer, or alternative pay structure
6. **References** – Two professional references
7. **Optional Proposed Scope of Work** – Applicants may propose a tailored development strategy aligned with NAEC’s funding priorities

7. Budget

A final budget has not yet been established for this RFP and will be dependent on the availability, experience, and pay structure of the selected contractor. NAEC is open to a range of pricing models, including:

- Hourly rates
- Monthly retainers
- Per-proposal, per-campaign, or per-project pricing

Final compensation will be negotiated based on organizational needs, available funding, and mutual agreement.

8. Submission Instructions

Submit proposals electronically to:

Krystal Lapp, President

Northern Alaska Environmental Center

president@northern.org

Subject Line: *RFP – Grant Writer, Donor Engagement & Philanthropic Partnerships Contractor*

Deadline: January 31, 2025

9. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated success in grant writing and philanthropic development
- Donor engagement and relationship-building experience
- Relevance of experience to NAEC’s mission and program areas
- Strength of proposed development approach
- Ability to work collaboratively with leadership and board
- Availability and responsiveness
- Cost structure and overall value

Finalists may be invited to interview.



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10. Additional Information

- NAEC strongly encourages proposals from Alaska Native, rural Alaska, and historically underrepresented communicators.
- NAEC may select one or more contractors depending on specialization.
- NAEC reserves the right to reject any or all proposals.

