



REQUEST FOR PROPOSAL Capital Campaign Manager

Nazareth Farm, Inc., seeks proposals from fundraising managers interested in working with the organization to develop and implement a capital campaign to raise capital funds for a new dormitory and renovation of the existing Farmhouse.

ORGANIZATION BACKGROUND

Nazareth Farm, established in 1979, is a Catholic community in rural West Virginia that transforms lives through a service-retreat experience. We are devoted to living out the Gospel message through the cornerstones of community, simplicity, prayer, and service. We serve alongside our neighbors to address substandard housing by providing home repair. We celebrate the richness of Appalachia and experience God by building relationships between our volunteers and the local community.

Nazareth Farm hosts retreat groups from across the United States for week-long retreats. About 260 high school, college, and adult retreatants spend time at the Farm per year. Retreatants are welcomed by the Executive Director and volunteer staff members who live in intentional community on the property. They operate this 47 year old nonprofit with an annual budget of approximately \$450,000, by living authentic, simple lives dedicated to service. Nazareth Farm is blessed with a robust network of private donors and foundations to support their retreat and home repair work, many of which have been directly impacted by the work of the Farm.

PROJECT BACKGROUND

Nazareth Farm is continuing its journey to make its facilities safer, sustainable, and appropriate for the service-retreat experience that it has operated over the past 47 years. In 2016, a facilities audit was conducted. It found that many of the structures need improvements or replacement. When the Farm purchased its property from the Diocese of Wheeling-Charleston in 2019, a comprehensive campus plan was formed to include three phases: 1) tool and truck storage, 2) volunteer dormitory space, and 3) farmhouse repairs and renovations.

Nazareth Farm previously engaged a manager to initiate a capital campaign. In that effort over \$600,000 was raised. The campaign was paused in 2022 for circumstances that are now resolved.

In 2021, Phase 1 of the renovations started with the demolition of two large barns and the building of a new Tool Barn which houses five vehicles, construction supplies, and a woodshop, along with building a new parking area in the place of one of the barns.

At this time, the capital campaign needs to be restarted to complete the remaining two phases. We are seeking a Campaign Manager to raise \$2,000,000 - \$3,000,000 with a potential timeline of two to three years.

CAPITAL CAMPAIGN MANAGER'S ROLE

With support from the Nazareth Farm Board of Directors and the Executive Director, the Manager will:

1. Review the feasibility study previously conducted, which assessed current fundraising capabilities and determine current and potential interest in supporting the campaign.
 - Work with Board, staff, and development committee leadership and their fundraising capabilities and assess efforts needed to recruit additional leadership for campaign efforts.
 - Set a realistic timeline for Nazareth Farm's ability to reach the campaign goal.
 - Identify strategies and resources necessary to conduct a successful campaign.
2. Deliver a comprehensive capital campaign plan.
 - Present written findings and recommendations to Nazareth Farm leadership, including specific goals and action steps, milestones, solicitation strategies, and suggested timeline for conducting the campaign.
 - Ensure capital fundraising strategy supports Nazareth Farm's financial sustainability that will raise capital funds while allowing the Farm to continue to meet annual fundraising goals.
3. Lead the launch and implementation of the campaign.
 - Build a team based on the proposal for campaign leadership, to support campaign solicitations and cultivation.
 - Execute the campaign with Nazareth Farm Capital Campaign Committee.

PROPOSAL REQUIREMENTS

Please address the following in your proposal:

- Understanding of the scope of the project.
- Project approach (i.e., describe the firm's process, including the duties the Manager and team will perform and those expected to be done by Nazareth Farm Board, Staff, or leadership).
- Proposed timeline for work.
- Proposed cost structure with a detailed breakdown of the three objectives in the Manager's role, reimbursable expenses (travel), and any proposed additional services for Nazareth Farm's consideration.

- Previous experience (including the amount raised) with similar sized organizations, specifically highlighting any work done reflecting expertise and special knowledge of the philanthropic landscape the Catholic Church, Appalachia, and the donor base.
- Project team including biographies or resumes detailing experience with similar organizations and similar projects.
- Details on the firm's cultural competency and accessibility work, if applicable.
- Three (3) professional references from the past five years.
- Proof of business liability insurance.
- Disclosure of similar development work you are presently doing, with whom, and any other potential conflicts of interest.

Anticipated Timeline:

RFP Release: September 14, 2026

Proposal Due: October 12, 2026

Finalist Interviews: Week of October 26, 2026

Start Date: Flexible January - March 2027

Proposals will be evaluated on the quality, clarity, and approach to the opportunity, along with relevant experience and references, and clarity of project fee structure.

Proposals should be emailed to Campaign@NazarethFarm.org with "Capital Campaign Proposal" in the subject line. No hard copies will be accepted.

Any questions or inquiries regarding submission requirements or logistics should be in writing and sent to Campaign@NazarethFarm.org.

TERMS

Companies providing a proposal agree to the following terms and conditions:

- Sign confidentiality and non-compete agreements.
- No release of records or information related to Nazareth Farm unless approved by Nazareth Farm's Board of Directors.
- Nazareth Farm is under no obligation to make a selection under this RFP and reserves the right to reject any proposals received, to request clarification of any proposal, to request a face-to-face interview, to waive informalities or irregularities; and to select a service provider not based solely on the lowest cost.
- Pricing included in your proposal must be valid for at least 90 days and may not be modified, withdrawn, or canceled.
- Nazareth Farm will not pay for any information requested herein, nor is it liable for any costs incurred by the participant in responding to this RFP. All proposals submitted become the property of Nazareth Farm and will not be returned.
- None of the information released either verbally or in writing shall be deemed binding to Nazareth Farm in any manner.

- If a proposal does not include any of the elements within the scope of services listed above, the proposal must clearly specify what is excluded and why it is excluded.
- Applicants may, but are not required to, submit additional information or sample materials where relevant, including case statements, campaign collateral, and training material.
- This role will be on a contracted basis. The candidate selected will not be an employee of Nazareth Farm and will therefore not receive any benefits.