



## CONSULTANT – STRATEGIC PLANNING

Since 1986, The Project has served people living with HIV/AIDS with remarkable care and radical acceptance. We take a holistic approach to health care by treating the entire individual. Our services include a sexual health clinic, no-cost mental health services, LGBTQ+ health care, and more. Learn more about us at [www.tpgc.org](http://www.tpgc.org). The Project is a registered 501c3 nonprofit based in Moline, Illinois serving both Iowa and Illinois.

**Project Background:** Over the last few years, The Project has seen significant growth in scope, staff size, and funding. This fiscal year (April 2022 – March 2023) we have 38 full-time employees and an overall expense budget of ~\$9.3M. We are primarily funded through grant funding and 340b pharmacy revenue.

The Project is at a pivotal point where we must identify how and where we grow, both in order to best serve the community and generate revenue to remain sustainable. The Project is looking to more clearly define our end goal, and how we get there.

The Project seeks the expertise of a consultant to lead a strategic planning process to be used as a road map for the organization's future work.

### Consultant Deliverables:

- Work with Strategic Planning Committee, comprised of Board Members, and staff to articulate a clear three- to five-year strategic plan for The Project
- Establish a work plan rooted in collaboration with The Project's community partners, current and former clients, nonprofit service providers, businesses, and government.
- Facilitate all meetings and provide leadership, direction, and expert advice related to the development of an effective strategic plan;
- A flexible and adaptive framework to guide our impact growth planning and decision-making moving forward.
- Establish the top strategic priority areas for growth and development to meet the needs of families affected by homelessness in the region;
- Conduct a Strengths, Weaknesses, Opportunities, and Threats (SWOT) analysis
- Define infrastructure and resources needed to achieve goals: by-laws, policies and procedures, operations, organization chart (human capital), space, technology, financial resources;
- Develop a timetable of implementation with specific measurable benchmarks, objectives, tasks to be accomplished to achieve goals. Identify clear measurable outcomes for how to measure organizational and strategic effectiveness, impact, and success

**Timeframe / Schedule:** The consultancy needs to be complete no later than January 2023.

**Project Budget:** This consultancy has a budget between \$10,000-\$15,000.

**The Consultant will work closely with:**

- Chief Executive Officer
- Chief Financial Officer
- Director of Healthcare Operations
- Community Impact Officer
- Program Directors and Staff

**Required Consultant Expertise**

- Have a strong track record of supporting smaller non-profits with strategic planning
- Be highly collaborative and process-driven
- Value justice, equity, diversity, and inclusion and approach their work through this lens

**Consultant expertise in the following areas is not required but useful**

- Knowledge of the nonprofit and philanthropic sectors—regionally and nationally
- Understanding of HIV, STIs, LGBTQ+ health and/or public health issues a plus
- Ability to develop common understanding, if not consensus, of board and staff

**Location:** The Project’s office is in Moline, Illinois. This consultancy can be based anywhere in the United States with the ability to connect for virtual meetings. If Consultant is remotely based, no travel is expected for this project.

**To Apply:** Please submit the proposal to Caitlin Wells, Chief Executive Officer, The Project of the Quad Cities at: [cwells@tpqc.org](mailto:cwells@tpqc.org) with “Proposal for Strategic Plan Consulting” in the subject line. Please note: Initial application review will begin mid-June, and we will keep the RFP process open until we have contracted our selected consultant.

In your submission, please include:

- Resume / CV / Agency Bio
- Letter of interest outlining how you would approach the work
- Proof of previous relatable experience
- Detailed cost proposal including billable time and any projected related costs

**The Project of the Quad Cities is an Equal Employment Opportunity Employer.**

**People of color, women, LGBTQ+ individuals and people living with HIV are strongly encouraged to apply.**