

ROLE	Funding Prospect Consultant
ENGAGEMENT	Six month Independent Contractor Agreement Estimated level of effort: approximately 6-8 hours per week on average
COMPENSATION	\$30-\$35 per hour, based on experience
LOCATION	Remote/Hybrid as mutually agreed
POSITION SUMMARY	Friends of Ashland Seminary is seeking a Funding Prospect Consultant to strengthen the organization's family foundation and grant development capacity. The consultant will work collaboratively with the Executive Director to assess, establish, implement and execute systems that support the complete funding cycle. Specific areas of work include identifying and managing foundation application and approach process, developing necessary organizational systems, identifying compliance requirements, tracking project reporting requirements, tracking associated budget and bookkeeping needs, and creating systems to manage organizational deadlines, communications records, gift agreements, and data recording for family foundation relationships stewarded by Friends of Ashland Seminary. This is a 6 month engagement to assess the current practices, establish appropriate systems and processes, execute initial implementation, and provide expertise and recommendations for future organizational needs. Friends of Ashland Seminary will provide reasonable access to databases, CRM systems, files, and other information necessary to perform services. Such access is provided solely to facilitate the consulting engagement.
SCOPE OF SERVICES	Assessment & Recommendations • Review existing databases, records, and prospect research • Coordinate with Executive Director and partners find opportunities that meet identified needs, priorities, and fundraising goals • Recommend a prospecting and management structure and timeline Giving Cycle System Design & Establishment • Establish tracking categories and workflows in coordination with FAS staff • Develop and recommend funding/prospect pipelines appropriate for funders • Identify, configure and organize database to support the new system in coordination with existing communications pipeline • Identify initial priorities, appropriate strategies, and timelines to support immediate organizational needs • Coordinate giving cycle and strategies with needs identified in the strategic plan and existing FAS activities

	Grant & Prospect Giving Cycle Execution and Implementation • Recommend prospective funders • Identify and recommend appropriate strategies for funder approach • Develop, recommend, and document an implementation plan • Recommend initial introductions, requests, letters, and application materials • Develop and implement system to track deadlines, reporting requirements, communications, and stewardship activities • Develop and maintain grants and gifts management system to ensure compliance and execution according to agreements • Identify and recommend necessary financial tracking, budget compliance, and record keeping needs for granted income • Provide periodic progress updates and professional recommendations with leadership regarding prospects, applications, awards, challenges, requirements, and upcoming deadlines Transition and Sustainability • Prepare agreed-upon funding progress and performance reports as deliverables for executive leadership • Document the systems and processes established • Provide recommendations for ongoing maintenance • Deliver a final prospect pipeline and funding calendar • Provide a final assessment of opportunities, outstanding actions, and recommended next steps
Professional Skills	Required Skills, Values, and Experience • Professional experience in fundraising, business development, prospect research, grant administration, project management, systems implementation, relationship management, compliance, or a related professional field • Proven experience in data management, administration, and operations. • Familiarity with cloud-based file storage platforms • Proficiency with database management systems and tools • Excellent research and analytical skills • Budgeting and financial literacy • Strong organizational and time management skills; ability to prioritize and meet deadlines • Excellent written and verbal communication skills • Strong attention to detail and accuracy in work • Ability to handle confidential information with discretion and integrity. • Self-motivated, dependable, and able to work independently • Ability to work collaboratively with executive leadership and partners while exercising independent professional judgements • Ability to facilitate collaboration among organizational personnel and external partners to gather appropriate information and promote alignment • Familiarity with managing compliance requirements • Prospect, grant, and fundraising experience preferred but not required • Non-profit or higher education experience is preferred but not required • Affinity for the mission of Ashland Theological Seminary Foundation and commitment to supporting its work in a manner consistent with Christian values.