Request for Proposal – Convener for MENTOR Illinois

OBJECTIVE

MENTOR seeks a consultant (or consultant group) to convene stakeholders and build infrastructure for a relaunched MENTOR Affiliate based in Illinois.

ABOUT MENTOR

MENTOR is the unifying champion for expanding the quality and quantity of mentoring relationships across the United States. 32 years ago, MENTOR was created to expand opportunities for young people by building a youth mentoring field and movement. The result: a more than 10-fold increase in young people in structured mentoring relationships. Today, MENTOR is the expert voice representing a movement that meets young people everywhere they are – from schools, to workplaces, and beyond. MENTOR operates in collaboration with 24 local Affiliates across the country. For more information, visit www.mentoring.org.

ABOUT MENTOR ILLINOIS

MENTOR scales impact by developing and supporting Affiliates on a national level. These Affiliates are non-partisan, public-private organizations that galvanize local or statewide mentoring movements. They provide the leadership and infrastructure necessary to support the expansion of quality mentoring relationships. MENTOR Affiliates also serve a unique role as a clearinghouse for training, resources, public awareness and advocacy, providing the critical link between MENTOR’s national efforts and local organizations and programs that foster and support quality mentoring relationships. As designated MENTOR Affiliates, they inform and distribute our research and resources.

MENTOR seeks to establish a new Affiliate in Illinois to support the local mentoring field. There was a previous Affiliate in Illinois which sunset due to a combination of funding and infrastructural challenges. To date, Affiliate relaunch plans have included interim support to mentoring programs through partnerships and training from MENTOR’s National staff, conducting a Design Lab series to envision next steps with Illinois mentoring community, and national-level fundraising toward the seed funding and organizational development for this new organization. The convener will continue the building of this organization through assembling key stakeholders, furthering engagement of local funders for the Affiliate, and keeping the community engaged and abreast of the Affiliate’s development.

RESPONSIBILITIES:

The consultant(s) responsibilities will include:

- Partner with MENTOR National to support fundraising activities including: identifying and cultivating funding prospects (individuals, corporations, foundations, public sector opportunities) based on personal/professional network, providing logistical and programmatic support for funder outreach and engagement scheduling or joining meetings with funding prospects in-person or by phone/video, and reviewing grants or other collateral materials for prospective funders/investors. While MENTOR National will be responsible for securing this funding, the convener will help to identify, engage, and steward relationships for prospective requests. We are particularly interested in forming collaboratives of funders in this region.
• Engage key stakeholders including some of those individuals/organizations identified during the feasibility study, and recruit and engage them in appropriate roles in support of the next stage in the development of the MENTOR Affiliate.

• Partner with MENTOR National to identify, onboard and deploy the Mentor Program Leadership Council. This Council should include geographic and mentor program diversity (typology, existing coalitions, age, race, ethnicity and other types of diverse youth served, and from all geographic regions of Illinois). The purpose of the Mentor Program Leadership Council is to provide thought partnership, guidance, strategy development for the Affiliate, and serve as the voice for mentor/youth serving programs and youth needs and priorities.

• Partner with MENTOR National to recruit and onboard an Advisory Board who will build the initial operational infrastructure, partner with the host site and/or fiscal sponsor, develop a 3-year strategic plan including a budget and marketing plans for branding/positioning the new Affiliate, support fundraising efforts, support the hiring of the MENTOR Illinois leader (in partnership with MENTOR National), and manage other operational and governance priorities of the Affiliate. The Advisory Board should be composed of a group of stakeholders with diverse personal backgrounds including race, gender, age, ability and other factors, from the broader community including but not limited to philanthropy, mentor program leaders, corporations, young people, United Way or similar organizations, public sector leaders, sports, K-12 and post-secondary education leaders, youth development leaders, and other key influencers. Representatives/chairs from the MENTOR National program leadership council will also participate as representative members of the Advisory Board.

• Identify and conduct 2-3 focus groups representing diverse groups of young people to incorporate youth voice and engagement in all aspects of planning and to engage young people to serve on the Advisory Board.

• Partner with MENTOR National to form and support a hiring committee, which will include members of the Advisory Board, representatives from the Mentor Program Leadership Council, other key stakeholders and young people to work with the search firm, Positively Partners, to manage the search, hiring and onboarding for an Affiliate leader.

• Partner with MENTOR National, the new Affiliate leader, Advisory Board, and Mentor Program Leadership Council on boarding with the host site and/or fiscal sponsor, begin planning with Affiliate leader, Advisory Board, and Mentor Program Leadership Council for Affiliate strategy or event to introduce and position the new MENTOR Illinois Affiliate.

• Partner with MENTOR National, Advisory Board, Affiliate leader, Mentor Program Leadership Council, other key stakeholders, and youth representatives to create and oversee the execution of an Affiliate event(s) for the purpose of introducing the Affiliate to the community and engaging key community stakeholders, funders, and mentoring programs to the work of the Affiliate.

• Track progress in semi-weekly check in meetings on project status report and create documentation of activities, stakeholders engaged, and learnings to handoff to new leader of Affiliate following completion of the contract.

**TIMELINE AND COMPENSATION:**

The timeline for this project is anticipated to last up to seven months beginning in August of 2022. Based on the scope of work and estimated 10-15 hours of consulting work per week, the total project cost is estimated to be $30,000.
ABOUT YOU

Successful consultants in this role are relationship-focused and highly organized. Consultants have an understanding of the youth development field and are connected to people also invested in this work. They are motivated to help build the groundwork to increase mentoring in their region and comfortable speaking about mentoring and potential impact of the new MENTOR Affiliate. They are excellent collaborators and able to engage diverse stakeholders with expertise in nonprofit business development (e.g. board building, fundraising, external relations).

NEXT STEPS

Please submit an estimate for this work by 7/25/22 to Jessica Haggett Silverman, Affiliate Expansion Director, at jsilverman@mentoring.org, or reach out with any questions.