



Request for Proposals: Press Forward Tampa Bay Director at Community Foundation Tampa Bay

Title: Director, Press Forward Tampa Bay

Engagement Type: Independent Contractor

Primary Community Foundation Tampa Bay Contact: Sr. Director, Community Leadership

Location: Tampa Bay; hybrid with local meetings and events required

Contract Term: December 1, 2026 – June 30, 2027

Anticipated Start Date: December 1

Estimated Level of Effort: The engagement is expected to require an average of approximately 10–15 hours per week, although the level of effort may vary based on project needs, meetings, events and deadlines.

The contractor will independently determine the manner, methods, sequence, location and schedule for performing the services, subject to agreed-upon deliverables, deadlines and the need to participate in scheduled partner, funder and stakeholder meetings. Occasional evening commitments may be anticipated.

Contract Budget: \$85,000

Payment Terms: The contractor will invoice monthly based on completion and progress toward agreed-upon services and deliverables. The final contract will establish invoicing requirements, payment terms and any approved reimbursable expenses.

Overview

Community Foundation Tampa Bay is seeking proposals from qualified independent contractors to provide leadership, fundraising support, strategic coordination and project-management services for **Press Forward Tampa Bay**, a local initiative focused on strengthening access to reliable local news and information across the Tampa Bay region.

Press Forward Tampa Bay brings together philanthropy, journalism, community organizations and other partners to strengthen the region's local news and information ecosystem. The initiative is part of Press Forward, a national effort to strengthen communities by reinvigorating local news.

The selected Director will coordinate with Community Foundation Tampa Bay, Press Forward Tampa Bay leadership and community partners to advance established priorities, build and maintain strong stakeholder relationships, and provide overall coordination for the initiative. **A significant focus of the engagement will be building the philanthropic support necessary to grow and sustain Press Forward Tampa Bay.**

Scope of Services

The scope of the engagement includes:

- Provide independent leadership, strategic coordination and project-management services for Press Forward Tampa Bay, working with Community Foundation Tampa

Bay and initiative leadership to establish priorities and advance identified goals and deliverables.

- Coordinate initiative activities, meetings and convenings, including agendas, materials, follow-up, action items, timelines and progress tracking.
- Lead local implementation of Press Forward Tampa Bay's fundraising strategy in coordination with Community Foundation Tampa Bay, translating the campaign strategy into prospect cultivation, solicitation and stewardship activities.
- Identify, prioritize and cultivate prospective individual, foundation, corporate and other funding partners, coordinating donor engagement, meetings and involvement of Foundation leadership and other initiative champions as appropriate.
- Work with key partners, including the American Journalism Project, and Community Foundation Tampa Bay to adapt and deploy the case for support, proposals, presentations and other fundraising resources needed to advance local fundraising efforts.
- Coordinate timely, personalized donor acknowledgment and stewardship activities, including ongoing engagement and communications demonstrating the impact of philanthropic investments in Press Forward Tampa Bay.
- Partner with Community Foundation Tampa Bay's Philanthropy team to ensure continuity across donor relationships and alignment with the Foundation's broader development strategy, including maintaining accurate CRM records of donor and prospect information, cultivation activities, commitments and fundraising pipeline progress.
- Build and maintain strong relationships across Tampa Bay's philanthropic, journalism, business, nonprofit and civic communities, and represent Press Forward Tampa Bay at relevant local meetings, events and convenings.
- Coordinate with Community Foundation Tampa Bay on communications and public-facing resources related to Press Forward Tampa Bay.
- Serve as Community Foundation Tampa Bay's primary liaison to the national Press Forward network, participating in virtual meetings and learning opportunities, engaging with other local chapters, attending relevant conferences and convenings, completing required reports and updates, and identifying national resources and opportunities that can advance the local initiative.

Desired Qualifications

Qualified candidates should demonstrate:

- Significant experience and demonstrated success in fundraising and development, including capital campaigns, major gifts, donor cultivation and securing philanthropic commitments.
- Experience developing and executing fundraising strategies, including prospect identification, solicitation, stewardship and donor-facing materials.
- Experience leading or coordinating multi-stakeholder initiatives, collaboratives or other partnership-based efforts.
- Strong relationship-building, project-management and organizational skills, with the ability to engage diverse stakeholders and advance multiple priorities.
- Excellent written and verbal communication skills.
- Knowledge of Tampa Bay's philanthropic, business, civic and media landscape strongly preferred; experience in journalism, local news or related fields a plus.

Proposal Requirements

- **Experience & Qualifications:** Relevant experience, comparable engagements and background, including significant fundraising or capital campaign experience. Include any relevant experience or connections within the journalism, local news or media landscape, particularly in the Tampa Bay region.
- **Availability:** Ability to devote approximately 10–15 hours per week to the engagement, with sufficient availability to participate in scheduled Foundation, funder and partner meetings.
- **Capacity & Responsiveness:** Demonstrated capacity to manage the scope of work, meet established timelines and deliverables, and provide timely responsiveness to the Foundation and initiative partners.
- **Approach:** Brief description of how you would approach leading Press Forward Tampa Bay, building a fundraising strategy and pipeline, cultivating prospective funders, and balancing resource development with overall initiative leadership.
- **Fees:** Proposed fee structure and total cost.
- **References:** Two to three professional references.