

Request for Proposal: Philanthropy & Equity Consultant

Overview

Hamilton Community Foundations is seeking a consultant with expertise in philanthropy and equity, particularly related to the context of Canadian community foundations.

The consultant would work with and accompany the Vice-President, Philanthropic Services and the philanthropic team on advancing their strategic and operational priorities related to philanthropy and equity and working to embed an equity framework into all the work of the Philanthropic Services team.

This work would be distinct from, yet related to, our organization-wide equity, diversity and inclusion plan and our work in support of Truth and Reconciliation and relationship building with Indigenous communities.

Relevant strategic goals

The relevant goal from our 2022-2027 strategic plan is:

Review and update HCF's philanthropic model to increase equity, inclusion and access to giving and granting:

- Revise HCF's fund and giving policies and practices to increase equity, accessibility and the diversity of donors and prospects.
- Support donors and fundholders to understand and engage in community-centred granting as a way to increase impact.

Scope

We are looking for a consultant knowledgeable in the wider context of advancing equity in philanthropy in Canada, including the value of lived experiences, academic and professional perspectives and ideally with experience in the context of Canadian community foundations. This could be an individual consultant or a company.

The consultant would learn about our context, accompany us through support and accountability, and provide practical ideas and assistance as we create and work through these strategic and operational priorities.

This work could include creating and supporting work plans, research, reviewing policies and procedures, facilitating conversations, setting evaluation benchmarks, and preparing reports. We're looking for a consultant who has the capacity and interest in working with

our staff at both a strategic and operational level. We're a small team with four full-time staff and is a relatively new and emerging team with some staff on leave.

Budget and timeline

Our budget is up to \$10,000 for work to be done between fall 2023 – March 31, 2024, paying the consultant their hourly rate. Additional work and future work will be discussed as needed.

The work would include, at minimum, monthly meetings with the VP Philanthropic Services and additional meetings with the philanthropic services team. There may be meetings with senior leadership and/or board of directors as needed. Most meetings would be done in person or in Zoom, depending on the consultant's preferences, and during business hours. Aside from these meetings, work can be done in the hours that work best for the consultant.

Proposal submission:

To indicate your interest, please contact Andrea Buttars at a.buttars@hamiltoncommunityfoundation.ca by October 15, 2023 with a short (1 – 2 pages) introduction of yourself, why this project is of interest to you, the skills and experience you bring and your standard hourly rate.

For any questions, please contact Andrea at a.buttars@hamiltoncommunityfoundation.ca or 905-523-5600 ext. 254.

About Hamilton Community Foundation

Hamilton Community Foundation has been working to drive positive change in Hamilton since 1954. We do this by helping people give in a way that has meaning to them and impact in the community, providing grants and financing to charitable organizations and initiatives and bringing people together to address priority issues that affect Hamiltonians. Last year, HCF gave 942 grants to 378 charities, totalling \$12.6 million. Our assets include \$20.8 million in loans to local charities that generate both a financial and a social and/or environmental return.

HCF is part of a network of over 200 Canadian community foundations that contribute time, leadership and financial support to initiatives that benefit their community.

Learn more at:

[About Hamilton Community Foundation](#)

[Land Acknowledgment](#)

[Strategic Plan](#)