



GIVING BACK
**The Soul of
Philanthropy**
Reframed and Exhibited



Cleveland, OH

Request for Qualifications

Soul of Philanthropy Cleveland Independent Contractor: Project Manager

Overview:

Fall 2019, Cleveland Ohio will be the host city for the national traveling exhibit, [The Soul of Philanthropy Reframed and Exhibited](#). The exhibit will be coordinated and executed through a temporary planning committee structure. The *Executive Steering Committee, Host Committee and Steering Committee*, formed April 2018 comprising of nonprofit, civic and business leaders across Northeast Ohio. The committee structure is organized to drive planning, implementation, and closing of the exhibit. Fiduciary responsibilities will be carried out by United Black Fund of Greater Cleveland Inc., - the only black federated organization in the state of Ohio.

Need:

The Soul of Philanthropy Cleveland (TSOPCLE) is seeking an experienced Project Manager for professional support and thought partnership to plan, launch, exhibit, disseminate content, and manage programming in Cleveland, Ohio.

Meaningful visual arts is a key to communicating the value and impact of African American philanthropy, promoting community, and spotlighting the good work of the social sector. While Northeast Ohio is fortunate to have a high concentration of foundations, nonprofit organizations and a generous individual donor community, the narrative and impact of giving specifically in the black community has gone widely undocumented, discussed or celebrated. For decades, communities, organizations and

causes have benefited from the generosity and philanthropic acts of the black community in Northeast Ohio. However, we have lacked capacity to capture and share this impact in a meaningful and digestible way with the public, current and future donors.

Eligible Candidates:

The ideal candidate is a highly organized self-starter with the ability to set priorities, meet deadlines and manage multiple tasks. Candidates should possess an appreciation of the arts and possess a general knowledge of local or national African American philanthropy and civic engagement: the history, issues, organizations, giving, and impact.

Contract Terms:

This is a freelance consultancy expected to last a minimum of 18 months and no more than 20 months, with the contract period beginning in early September 2018. The position is not located in a particular office space in Cleveland, OH; however, regular stakeholder check-ins and periodic on-site or videoconference meetings will be required.

Required skills:

- Proven track record with managing projects
- Superior verbal and writing skills
- Strong analytical, planning, and organizational skills with an ability to manage competing demands
- Ability and willingness to engage in fundraising for the TSOPCLE mission
- Creative approach to problem solving
- Ability to focus on details while maintaining the “big picture” view
- Demonstrated ability to develop plans that accurately assess costs and potential revenue
- Strong interpersonal skills to build relationships with committee members, vendors, and with external constituents as needed

Scope of work:

- Develop and manage project timeline based on project completion of January 31, 2020 with key deliverables on June 2019, September, 2019 and November 30, 2019, and January 2020.
- Develop strategy, content, and workflow based on exhibit goals, TSPOCLE expectations and adherence to Soul of Philanthropy Guidelines.
- Work with all levels of project members and outside contractors; oversees contractual commitments of project.
- Provide consistent and regular reporting to stakeholders on project status.
- Work with internal stakeholders to assemble project teams and assign individual responsibilities.
- Manage the overall project and timeline with own project software/hardware.
- Develop schedules, lead and coordinate all necessary resources to ensure timely completion of exhibit projects.
- Develop and supply content for vendors to position TSOPCLE's website and all forms of communication with the public.

Deliverables will be established through mutual agreement between Soul of Philanthropy Cleveland and the contracted agency (consultant) providing the services. Deliverables could include project timeline, templates, content, and solicitation of vendors, special projects and administrative responsibilities.

Timeline:

The anticipated timeline to execute this project is September 17, 2018 to January 31, 2020.

About the Soul of Philanthropy Cleveland: The characteristics, impact, and legacy of African-American charitable giving is an untold narrative in the story of American philanthropy. Black communities have significant giving power. Two-thirds of Black households give \$11 billion charitable dollars. Despite Black households just having six percent of the wealth of white households, they give twenty-five percent more than their white counterparts. Traditional philanthropy does not account for the many informal giving pathways that African-American communities participate in, and tend to overlook people of color in traditional giving spaces.

The Soul of Philanthropy is a national exhibit that documents the power and history of Black philanthropy. It will provide educational and community engagement opportunities that center Black giving and philanthropic endeavors. Participants will be encouraged to discuss how

philanthropy can address social justice issues affecting communities of color, design solutions for investment, and celebrate the history of Black generosity and resistance.

The core competencies of Soul of Philanthropy Cleveland include: Visual and Experiential Art, Community Engagement/Outreach, Fundraising, Educational Programming, and Marketing & Communications. Our team is building the competence and capacity of Northeast Ohio's philanthropic sector through training, convening, and the provision of knowledge within and for the African American community.

Qualified candidates may submit to Kevin Johnson, Executive Committee Member via email (kjohnson@tsopcle.com) a letter of inquiry, two (2) sample project plans, three (3) letters of reference, two (2) detailed budgets from previously managed projects, and a copy of resume by 5pm August 24, 2018.