



Fundraising Specialist (Contract position – Up to 10 hours/week)

Since 1995, The Asian/Pacific Islander Domestic Violence Resource Project (DVRP) has provided services to survivors of domestic violence in Washington DC, Maryland and Virginia. It is an organization that was founded by survivors and continues to be survivor-led and driven. Asian/Pacific Islander Domestic Violence Resource Project (A/PI DVRP) supports and mobilizes Asian/Pacific Islanders to build safer communities by responding to harm and striving to end gender and power-based violence.

Scope of Work:

Position Overview

The Contractor shall provide professional fundraising and related services to DVRP for 10 hours per week. The Contractor will be responsible for developing and executing strategies to secure funding, cultivating and stewarding donor relationships, and planning fundraising events to support DVRP's mission.

Services to be Provided

- 1. Fundraising Strategy and Planning**
 - Develop and implement short- and long-term fundraising strategies to cultivate foundation, government, corporate, and individual donors.
 - Research prospective donors and assess capacity and alignment with DVRP's mission.
 - Work with the Executive Director to plan and execute fundraising events, including annual galas.
 - Lead the planning and coordination of DVRP's 30th Anniversary Fundraiser in 2026, in collaboration with the Executive Director and Board of Directors.
- 2. Donor Cultivation and Stewardship**
 - Build and maintain relationships with donors through cultivation, solicitation, and stewardship activities.
 - Arrange donor meetings, prepare briefing materials, talking points, and correspondence.
 - Draft proposals, presentations, and donor acknowledgments.
- 3. Donor Events and Communications**
 - Plan and execute donor-related events, both virtual and in-person.
 - Develop fundraising communications and campaign materials aligned with DVRP's mission and messaging.
 - Coordinate with communications staff to ensure fundraising messages are consistent with organizational branding.
- 4. Record Keeping and Reporting**



- Maintain accurate donor records, correspondence, and fundraising files in DVRP's donor management system (Every Action).
- Track and report on donor engagement, fundraising progress, and event outcomes.
- Provide regular updates to the Executive Director.

5. **Collaboration**

- Collaborate with program staff to gather stories and data that demonstrate impact for donor communications.
- Work closely with the Executive Director and Board of Directors to ensure alignment with organizational goals.

Deliverables

The Contractor shall provide the following measurable deliverables:

1. Implement existing Annual Fundraising Plan for the current fiscal year and develop plan for FY 27 (next Fiscal year).
2. **Donor Engagement:**
 - Minimum of **6** donor meetings or cultivation activities per quarter, with documentation in donor records.
 - Minimum of **2** new donor prospects researched and qualified per month.
3. **Fundraising Revenue Goals:**
 - Support securing at least **\$20,000** in new or renewed donor commitments annually (adjustable based on organizational goals).
4. **Fundraising Events:**
 - Lead planning and execution of at least one major annual fundraising event, including successful delivery of DVRP's 30th Anniversary Fundraiser in 2026.
5. **Fundraising Materials:**
 - Development of at least **3 tailored proposals** or case statements per quarter for donor or funder engagement.
6. **Monthly Progress Reports:**
 - Written updates submitted by the **5th** of each month summarizing donor cultivation activities, funds raised, and progress toward fundraising goals.
7. **Accurate Donor Records:**
 - Maintain updated donor information, interactions, and correspondence in Every Action and shared files on an ongoing basis.

Work Location & Engagement Structure

This role is primarily **remote**, with flexibility to attend occasional in-person meetings, events, or donor engagements as needed based on organizational priorities.



The position allows for a flexible schedule, with an expectation of consistent communication and timely completion of agreed-upon deliverables.

Compensation and Payment Terms

In consideration for the services provided under this Agreement, DVRP agrees to compensate the Contractor at an hourly rate of **\$35–\$40 per hour**, for services rendered, **not to exceed 10 hours per week**, unless otherwise agreed in writing.

The Contractor shall invoice DVRP for services performed. Each invoice must include:

- A unique invoice number
- The billing period (dates of service)
- Total hours worked
- A clear summary of services performed and deliverables completed

Invoice Submission:

Invoices shall be submitted no later than the 5th day of each month for services rendered in the preceding month.

Payment Terms:

DVRP will process payment within 30 days of receipt of a complete and accurate invoice. Payments will be made without tax withholdings or employee benefits, as the Contractor is engaged as an independent contractor and is solely responsible for all applicable taxes and obligations.

Proposal Submission Requirements

Interested consultants should submit the following materials to the Hiring Committee at hr@dvrp.org with the subject line: “Fundraising Specialist Consultant Proposal”.

Submission Package Must Include:

1. Proposal

- A brief overview of your approach to delivering the scope of work
- Relevant experience supporting fundraising strategy, donor cultivation, and events
- Proposed methodology, timeline, and any suggested deliverables aligned with the engagement

2. Cover Letter

- Highlighting your qualifications and interest in this consulting engagement

3. Writing Sample (Maximum 3 Pages)

- Demonstrating your grant writing and/or fundraising communication skills



4. Three (3) Professional References

- Preferably from clients or organizations where similar consulting services were provided

We will be responding to applications on a rolling basis until May 30th, 2026 and will not respond to phone inquiries. Incomplete applications will not be reviewed.