

# ONE**SPARTANBURG** INC. FOUNDATION

## REQUEST FOR PROPOSAL

OneSpartanburg, Inc. Foundation seeks an independent contractor to execute the following deliverables as its Executive Director

- Lead and oversee the programs, initiatives and day-to-day activities of the OneSpartanburg, Inc. Foundation.
- Serve as the primary contact for the Board of Directors, including meeting scheduling, all communications with Directors, governance/legal requirements, all process documentation, and regular financial status updates.
- Ensure legal and grant compliance.
- Ensure proper financial management.
- In conjunction with the OneSpartanburg, Inc., lead the development of Vision Plan 3.0 and the successful completion of Vision 2.0.
- Manage all communication channels, including, but not limited to, updates to the Foundation website.
- Manage the Vision Plan data dashboard and monitor all OneSpartanburg, Inc. Foundation Key Performance Indicators
- In concert with the VP of Investor Relations of OneSpartanburg, Inc., develop and implement a Vision Plan investor development, retention and engagement plan.
- Actively seek grant funding to grow the Foundation corpus and ensure compliance with all grant funders, including all necessary reporting requested.
- When applicable, present to business and community groups about OneSpartanburg, Inc. Foundation success and opportunities.
- Build a strong working relationship with Spartanburg County partners and stakeholders.

Proposals should be submitted to John Kimbrell, Chief Business Affairs Officer, by May 30: [jkimbrell@onespartanburginc.com](mailto:jkimbrell@onespartanburginc.com)