



REQUEST FOR PROPOSAL

Capital Campaign Consultant Services

Overview & Purpose

St. Joseph Catholic Academy is seeking submissions from fundraising consultants interested in managing a Capital Campaign to raise capital funds for building improvements across five campuses located in St. Joseph, MO. The St. Joseph Catholic Academy is a nonprofit corporation organized and operated pursuant to Missouri Statutes. SJCA is a PK-12 education ministry of the Roman Catholic Diocese of Kansas City - St. Joseph and formed in collaboration among the St. Joseph parishes of Cathedral of St. Joseph, St. James, St. Francis Xavier, St. Patrick, St. Mary, St. Rose of Lima and Our Lady of Guadalupe plus Bishop LeBlond High School.

SJCA recently completed a Feasibility Study, and is ready to begin work on a Capital Campaign, with a goal to raise \$6-\$10 million.

Background

SJCA is managed and operated in accordance with the Canon Law of the Roman Catholic Church, applicable civil codes, and such general policies as have been established by the Roman Catholic Diocese of Kansas City - St. Joseph, and operates in accordance with the philosophy, values and traditions of the Catholic Church.

SJCA (www.sj-catholic.org) was incorporated in 2022 and is comprised of five school campuses, which previously operated as independent schools. These campuses include:

Bishop LeBlond High School (<https://bishopleblond.org>)
Freshman through Senior with enrollment of ~ 155 scholars

Cathedral of St Joseph School (<https://school.cathedralsj.org>)
K through 8th grades with enrollment of ~ 160 scholars.

St Francis Xavier School (<https://www.stfranstjo.com>)
Pre-K through 8th grades with enrollment of ~ 230 scholars

St James School (<https://saintjamescatholic.school>)
Pre-K through 8th grades with enrollment of ~ 100 scholars

St Gianna Early Childhood Center (<https://cathedralsj.org/blog/st-gianna-beretta-molla-early-childhood-center>)
Infant through Preschool with enrollment of ~ 80 scholars

Mission

Cultivating exceptional scholars to know, love, and serve Jesus Christ

Vision

Our Academy sees every child as the unique person they are, with the innate talents and abilities that our school experience cultivates within them to become the exceptional individuals that God desires. Our teachers work closely with parents to develop a customized formation plan for each Scholar, from the earliest grades through graduation, to ensure their lifelong success.

Current Situation

St Joseph Catholic Academy is comprised of five separate campuses, three grade schools (K-8th), one high school (Fr – Senior), and one early childhood center (infant to Pre-k). Our three grade school buildings each have been in operation for over 100 years. Our high school building is over 50 years. Our early childhood center is a converted medical building (originally designed for cancer treatment) within the last five years.

Our campuses are in need of substantial improvements to improve the environment for our scholars formation and instruction. Initially, replacing the roof on Bishop LeBlond was the top priority of improvements needed. Thanks to several private donors and estates, that project has been funded and completed during the summer of 2025.

From the work completed on the Feasibility Study, several priorities of our community came forward. The Board took these results, as well as the information from the Facilities Committee to determine the priorities of the campaign. Of the improvements needed, the St. Gianna roof and the cooling system at LeBlond are the first priorities.

To ensure our facilities match the quality of education we provide and to support the growth of our Catholic school community, the following priorities have been identified:

- **Facility Enhancements that Reflect Educational Excellence**
 - Installation of heating and cooling systems at Bishop LeBlond High School
 - Upgraded performing arts facility serving all campuses
 - Welcoming and secure entrances at every campus
 - Aesthetic improvements across all locations, including new flooring, fresh paint, and updated signage
- **Safety, Accessibility, and Infrastructure**
 - Enhanced security systems at all campuses
 - Increased accessibility to ensure barrier-free learning environments
 - Repair and resurfacing of the parking lot at Bishop LeBlond
- **Campus-Specific Improvements**
 - Construction of a cafeteria or serving kitchen at Bishop LeBlond
 - Renovation and modernization of the chapel at Bishop LeBlond
 - Replacement of the roof at St. Gianna
- **Technology Upgrades**
 - Investment in modern technology infrastructure and devices across all campuses to support 21st-century learning

Scope of Work

- **Design Capital Campaign Plan** – Work with SJCA and Campaign Leadership to develop Campaign Plan, including specific goals and action steps, milestones, solicitation strategies, identification and prioritization of prospects.
- **Develop Campaign Calendar** – Work with SJCA and Campaign Leadership to develop a Campaign calendar with realistic and detailed timeline.
- **Develop Campaign Budget** – Work with SJCA and the Board to develop Campaign budget.
- **Identify Major Gift Potential** – Work with SJCA and Campaign Leadership to review donor lists to identify existing supporters with major gift potential and select donors; identify new major donor prospects and augment major donor pool to achieve fundraising objective.
- **Solicitation** – Work with SJCA and Campaign Leadership to schedule solicitation visits, document all activity, and report details.
- **Produce Case Statement** – Work with SJCA and Campaign Leadership to review, refine, and update the Case Statement.
- **Produce Campaign Materials** – Produce Campaign materials such as solicitation and leadership proposals, gift and leadership request letters, logo and brochures, gift and pledge documents, training manuals.
- **Train Leadership Team** – Train the Board, Campaign Committee, leadership staff, and volunteers.
- **Track and Report** – Work with SJCA and Campaign Leadership to track and report progress toward established benchmarks and goals.

Specific Duties & Responsibilities

- Work most closely with the President of SJCA and Campaign Leadership.
- Work with Campaign Leadership in the formulation of detailed and individualized strategies for all solicitations for major gifts.
- Provide documentation of all solicitation activities suitable for entry into the donor's record.
- Include the President of SJCA, Board President, a Campaign Co-Chair or member of the Campaign Committee in every donor visit.
- Produce regular and timely progress and tracking summaries for forecast and evaluation.
- Hold all organizational information, including donor records, in strict confidence.
- Assist in developing capital campaign materials including case for support.

Proposed Schedule

Overall Timeline: 18 months

SJCA plans to move quickly in the selection of campaign counsel and initiation of Campaign planning and implementation.

Timeline:

8/1/25 RFP issued
8/15/25 Proposals due by close of business
8/25-8/29 Top two firms present to selection committee
9/2-9/5 Board reviews and approves recommended hire
9/2-9/5 Consultant informed of selection
9/8/25 Scope of work begins

Proposal Format and Requirements

Please address the following topics, in order, in your proposal.

Firm Capabilities:

- Services provided by your firm relative to a capital campaign.
- Provide resumes for key people to be assigned.
- Itemized cost of your services.
- Describe resources firm has (either through other staff or affiliations with others).
- Experience with similar projects (size, type of organization, size of community, etc.)
- What are your expectations of staff and Board members?
- If we select you, what will your first step be?
- Please provide an outline for the next ___ months.
- Track Record and References:
- What makes your firm “right” for us, and better than other firms/individuals we can select?

Proposals must be received electronically and in hard copy by 5:00 PM on 8/15/25. Proposals should not exceed 10 pages.

Electronic version should be emailed to Natalie Newville at nnewville@sj-catholic.org with “Capital Campaign Consultant” in the subject line.

Original plus one copy should be mailed to:

St. Joseph Catholic Academy
3529 Frederick Ave
St. Joseph, MO 64506

Any questions may be directed to Natalie Newville at nnewville@sj-catholic.org or 816-375-5180. All proposals become the property of St. Joseph Catholic Academy.