

Burlington School District Request for Qualifications

BHS/BTC 2025 Capital Fundraising Consultant

February 2022

Purpose

Burlington School District is seeking a dynamic, experienced, successful fundraising professional to work closely with the Superintendent, Executive Director of Finance and Operations, and Grants Director to develop and implement a fundraising strategy to secure private and public funding for the construction of a new Burlington High School and Burlington Technical Center.

Background

Burlington is the most diverse and largest single-town school district in the state of Vermont. In School Year 2020-2021, Burlington School District (BSD) served more than 3,600 PreK - Grade 12 students across 12 centralized campuses and additional locations for Burlington Technical Center programs. Students in BSD come from homes representing 36 different first languages. Our high school serves nearly 900 students and our technical center serves more than 250 students.

BHS/BTC 2025

In August of 2020, while planning for a major renovation project, BSD discovered extensive PCB contamination in the air throughout the high school and technical center campus, forcing the District to close the entire campus to in-person learning.

After completing an extensive testing program and reviewing data with state and federal agencies, BSD decided to move forward with designing and building a new high school and technical center. The new campus will be a flexible, accessible, and sustainable school designed to support deep learning experiences for students. It is anticipated that this project will cost more than \$150 million. More information is available on the [BHS/BTC 2025 project website](#).

BSD is committed to minimizing the burden on taxpayers by generating as much funding from alternative sources as possible, including federal, state, and private sources. BSD anticipates asking the community for authorization to borrow funds for the project in November 2022, and the amount of alternative funding anticipated will be a crucial factor in determining the amount of the bond necessary to complete the project.

We have successfully set aside \$11.5 million for the project (including \$10m from ESSER funds and an additional \$1.5m in surplus money), will be requesting state and federal aid whenever possible, are seeking an outside consultant to support fundraising efforts.

Timeframe

Work will begin as soon as possible. Significant progress will be expected by August 2022, but the work may continue

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beyond then.

Scope of Services

- Overall project coordination with BSD staff
- Develop list of potential funding sources and relevant contacts
- Make initial contacts with potential funders and support additional contacts by BSD staff, board members, and parent volunteers
- Assemble relevant data and information and develop appropriate materials for presentation to donors and funders
- Coordinate application process for identified funding sources

Preferred Qualifications

- Successful experience in and knowledge of fundraising, specifically capital campaigns in education
- Experience with Vermont and New England charitable foundations
- Experience with state and federal legislative appropriations process
- Capacity to work collaboratively with all levels of staff, volunteers, board members, donors, and prospective donors
- Exceptional documentation, verbal, visual, and written communication skills

Submission Instructions

This role can be filled as a contractor or through a half-time, temporary employment position. Please send a resume or CV and letter of interest with proposed services, including an indication of whether you prefer contractor status or part-time employment to Barry Gruessner, BSD Grants Director, at bgruessn@bsdvt.org. (Those interested in contracting should also provide a proposed fee structure.)