



Scope of Work Organizational Assessment Consultant

BACKGROUND AND PURPOSE

Assistance League of Sacramento's Strategic Thinkers Team is developing a strategic business plan. Before the planning phase begins, the organization needs an objective assessment of its current state, including how well its work aligns with community needs and with the interests of its members. The organization seeks a qualified nonprofit consultant to conduct this assessment and deliver findings that will inform the strategic plan.

SCOPE OF WORK

Task 1: Assessment

The consultant will conduct an assessment of what Assistance League members want the organization to focus on going forward, and how that focus aligns with community needs. The assessment should address:

- *Community awareness and fit:* What Assistance League is currently known for in the Greater Sacramento area, and whether its current programs are meeting the community's most pressing needs.
- *Members' interest and capacity:* Whether current members want to continue engaging with the community in the same ways or are interested in exploring different types of service.
- *Stakeholder priorities:* Input from members and other key stakeholders (e.g., agency leaders and school personnel) to identify actionable areas of focus and the specific types of services the organization should prioritize supporting.
- *Sustainability:* A realistic view of the cost and staffing implications of potential priority areas, and an initial pathway for how the organization could implement them.
- *Landscape and alignment:* A scan of existing programs, systems, or partner organizations serving similar needs in the region, to understand where Assistance League's work complements or overlaps with others.

Methods will include a members' survey, and additional interviews and/or focus groups with select members and other key stakeholders. Interview and survey design will be developed collaboratively with the organization.

Task 2: Data Analysis and Reporting

Analyze findings from the Assessment Task and prepare a written report that synthesizes results and themes across community needs, members' interests, sustainability, and

landscape alignment. The report will identify actionable areas of focus, recommended service priorities, and implications for the strategic plan.

Task 3: Board Presentation

Present findings and strategic recommendations to the Board of Directors.

BUDGET

This engagement has an anticipated budget of **\$5,000 to \$7,000**, equivalent to approximately **40 to 50 hours** of consultant time. Proposals should be scoped within these parameters. The following is intended as a guide; consultants may propose adjustments as part of their approach.

- **Interviews:** Up to eight total across members and other stakeholders. Additional interviews may be proposed, but should be reflected in the cost proposal.
- **Meetings:** One kickoff meeting, at least one progress check-in, and one board presentation. Additional meetings may be proposed, but should be reflected in the cost proposal.

Consultants should note in their proposal how they would prioritize activities within this budget range if adjustments are needed. The following table can be used as an example:

Activity	Hours (Est.)
Project kickoff meeting with Assistance League leadership	1 hour
Survey design and administration (members)	6 hours
Up to eight stakeholder interviews or focus groups (45–60 minutes each), including scheduling and prep	10 hours
Interview follow-up, notes, and synthesis	3 hours
Community and program landscape scan (alignment with existing partners/systems)	5 hours
Data analysis and synthesis across internal and external findings	8 hours
Report drafting	4 hours
Progress check-in meeting(s) with Assistance League staff/leadership	2 hours
Board presentation preparation and delivery	4 hours
Project management and administration	2 hours
Estimated Total	~45 hours

CONSULTANT QUALIFICATIONS

The organization is seeking a consultant with:

- Extensive experience working with nonprofit organizations
- Demonstrated ability to conduct neutral, confidential interviews with members and stakeholders
- Expertise in organizational assessment, including internal culture, engagement, and external community needs
- Experience designing member surveys and community needs assessments
- Strong data analysis and reporting skills
- Experience presenting findings and recommendations to a governing board

TIMELINE

The consultant must be available to begin work in alignment with the organization's target strategic plan completion date of **March 2027**.

SUBMISSION REQUIREMENTS

Interested consultants should submit a letter of interest briefly describing their proposed approach to the engagement, along with a statement of qualifications that includes their background and examples of similar past work.