

WEAVE Endowment Advisor Request for Proposals

WEAVE was incorporated in 1978 to serve survivors of domestic violence. We became Sacramento County's sole Rape Crisis Center in 1988. In 2009, we expanded our services to include support survivor of human trafficking. We have grown to become the region's largest and most comprehensive provider of services to survivors. Our annual budget currently exceeds \$10 million with Noncurrent Assets totaling \$6.2 million (FYE 20 Audit) including investments (\$1.2 million), property and equipment (\$4.6 million) and Charitable Remainder Trust Assets (\$394k).

WEAVE's philanthropic fundraising capacity is strong with current annual giving of approximately \$2 million with \$1.3 million raised from gifts from individuals. The organization is well positioned to expand its efforts to include restricted gifts to establish an endowment.

WEAVE plans to establish an endowment fund for permanently restricted philanthropic gifts that provide predictable future revenues through interest on investments. The organization is evaluating the most beneficial approach to management of these investments. We invite you to submit a proposal to serve as the Endowment Advisor per the following criteria.

The Endowment Advisor will manage funds in accordance with Endowment Policy Guidelines to be developed by the WEAVE Board of Directors. Endowment Policy Guidelines will conform to all state and federal laws regarding permanently restricted endowment funds and follow philanthropic best practices.

Statement of Need

The Endowment Advisor will be required to perform the following functions:

- Manage endowment portfolio within the requirements of the Endowment Policy Guidelines.
- Attend and provide a quarterly update of investments to the WEAVE Endowment Committee.
- Provide monthly statements and annual summary statements to the CEO and Board Treasurer.
- Respond to questions from our external auditors annually.

Endowment Advisor Selection Criteria

The following criteria will be used by the Board of Directors to choose an Endowment Advisor:

- Demonstrated experience managing endowment or other permanently restricted funds for nonprofit organizations
- Recommended approach to working with the Board and Endowment Committee
- Management fees

RFP Time Frame

- Proposals due by close of business on April 15, 2022
- Proposal review between April 18 and April 27
- Follow up responses and clarifications requested April 28- May 6
- If needed, interview with Endowment Ad Hoc Committee –in May
- Discussion by Board of Directors on May 12, 2022
Candidates notified of decision or additional information requested week of May 16, 2022

Submission Requirements:

Please provide an electronic copy of your responses to the attached questions.

Attachments:

- RFP Questionnaire
- WEAVE Board of Directors & Senior Leadership Team Roster
- WEAVE FYE 20 Audit
- WEAVE FYE 20 990

Questions regarding the invitation and proposal expectations can be directed to

Beth Hassett Chief Executive Officer bhassett@weaveinc.org 916-319-4923	Shanté Johnson Director of Philanthropy sjohnson@weaveinc.org 916-319-4909
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Sincerely,



Beth Hassett
CEO

RFP Questionnaire

1. Organization

- a. Provide the name and contact information of the contact person for this proposal.

2. Client Meetings

- a. Who will attend required meetings? Meetings are held in Sacramento. Meetings are held in the late afternoon or early evening.
- b. Describe your recommended avenues of communication.

3. Legal and Related Issues

- a. Describe how your firm addresses potential conflicts of interest.
- b. Does your firm receive any other compensation or services, whether direct or indirect, from any third party in connection with the consulting services provided to your current clients?

4. Clients

- a. Provide the names, addresses, and phone numbers of three client references using the services requested.

5. Investment Recommendations

- a. Briefly describe the approach you would recommend to a nonprofit client for endowment investments.

6. Individual Investment Manager Selection

- a. Describe your approach to, and experience with, *socially responsible investing* for nonprofit organizations. Include your recommended steps to establishing and reviewing nonprofit SRI investment policies.

7. Performance Analysis and Monitoring

- a. Describe the procedures for portfolio review and client contact.

8. Data Processing / Operations / Computer Systems

- a. What reports and functions are available online?
- b. What reports are provided as part of your standard package? How frequently are they produced and how quickly are they distributed?

9. Fees

- a. Provide an explanation of your fee schedule, including any reimbursable expenses. Describe any sales charges, commissions, internal management fees of mutual funds used, and any other indirect or deferred fees.

10. Conflict of Interest

- a. Please disclose if your firm, employees, or proposed account manager has a perceived or actual conflict of interest regarding their relationship with a member of the WEAVE Board of Directors or senior leadership and how you would mitigate that conflict of interest. Board and senior leadership rosters provided for reference.