



Request for Proposals (RFP)

Part-Time Executive Director Services Keep Temple Beautiful

Issue Date

August 20, 2026

Contract Period

September 2026 – August 2027 (12 months)

About Keep Temple Beautiful

Keep Temple Beautiful (KTB) is a volunteer-led nonprofit organization dedicated to improving the quality of life in Temple through environmental stewardship, beautification, education, and community engagement. KTB works with volunteers, businesses, local government, and community organizations to create a cleaner, greener, and more vibrant community.

KTB is seeking proposals from qualified independent contractors to provide Executive Director services.

Project Overview

Keep Temple Beautiful seeks an experienced nonprofit professional to provide approximately 8–10 hours per week of executive leadership under an independent contractor agreement.

The Executive Director will provide strategic leadership, operational management, fundraising support, volunteer coordination, and board support while helping position the organization for long-term sustainability.

The contract will begin in September 2026 for an initial one-year term, with annual renewal contingent upon funding, organizational needs, and contractor performance.



Scope of Work

The selected contractor will provide services including, but not limited to:

Organizational Leadership

- * Provide overall operational leadership
- * Assist the Board in implementing organizational priorities
- * Maintain organizational records and documentation
- * Coordinate communications among board members and committees

Program Development & Execution

- * Develop and implement community beautification initiatives
- * Identify and cultivate new volunteer opportunities
- * Coordinate community partnerships
- * Manage approved programs and projects
- * Ensure successful execution of organizational initiatives

Grant Research & Development

- * Research grant opportunities
- * Prepare grant proposals
- * Manage grant application timelines
- * Track reporting requirements
- * Support grant compliance

Fundraising & Sponsorship Development

- * Identify prospective sponsors and donors
- * Cultivate relationships with businesses and community organizations
- * Assist in fundraising planning and implementation
- * Coordinate sponsorship opportunities

Volunteer Management

- * Recruit volunteers
- * Coordinate volunteer activities
- * Support volunteer recognition efforts
- * Maintain volunteer records

Board Support

- * Schedule and attend monthly Board meetings
- * Prepare meeting reports
- * Provide updates on programs, finances, and operations
- * Assist with strategic planning



- * Support governance activities

Administrative Management

Maintain organizational administration, including:

- * Membership reporting
- * Documentation for Keep America Beautiful and Keep Texas Beautiful
- * Program reporting
- * Coordination with community partners
- * General nonprofit administration

Year One Priorities

The successful contractor will focus on strengthening organizational capacity by:

- * Expanding grant research and submissions
- * Increasing financial sustainability
- * Building community partnerships
- * Expanding volunteer engagement
- * Supporting board development
- * Improving organizational systems and documentation

Desired Qualifications

Proposers should demonstrate experience in:

- * Nonprofit management
- * Grant writing and grant administration
- * Fundraising and sponsorship development
- * Volunteer management
- * Community engagement
- * Project management
- * Public speaking and communications
- * Working collaboratively with volunteer boards

Preference will be given to individuals with experience working with environmental, beautification, or community-based nonprofit organizations.

The selected contractor will:

- * Operate as an independent contractor, not an employee.
- * Provide services averaging approximately 8–10 hours per week.
- * Supply their own office space, computer, phone, and general business equipment.
- * Maintain appropriate business insurance, if applicable.
- * Invoice Keep Temple Beautiful monthly for services rendered. (Pre-approved expenses should also be invoiced).



Proposal Requirements

Applicants should provide contact name, phone number and email address. Proposals should include:

1. Cover Letter

- * Interest in the project
- * Summary of relevant experience

2. Qualifications

- * Resume or CV
- * Description of nonprofit leadership experience
- * Grant writing and fundraising experience
- * Relevant certifications or education

3. Project Approach

- * How you would approach the first year
- * Strategies for organizational growth
- * Communication style with the Board

4. References

- * Three professional references familiar with similar work

5. Fee Proposal

Include:

- * Hourly rate or monthly retainer
- * Estimated monthly cost
- * Any reimbursable expenses
- * Optional additional services

Applicant should propose a fee structure that provides 50% of fees at risk for attainment of fund raising targets.

Submission Instructions

Submit proposals electronically in PDF format to:

Board of Directors
Keep Temple Beautiful
info@keeptemplebeautiful.org



Proposals must be received no later than October 6, 2026.

Questions regarding this RFP should be submitted by September 30, 2026.

Reservation of Rights

Keep Temple Beautiful reserves the right to:

- * Reject any or all proposals
- * Request additional information from proposers
- * Negotiate scope and pricing
- * Award a contract in the best interest of the organization
- * Cancel this solicitation at any time

Evaluation Criteria

Proposals will be evaluated based on:

Criteria	Weight
Relevant nonprofit leadership experience	30%
Grant writing and fundraising experience	20%
Proposed approach and understanding of KTB's mission	20%
References	10%
Cost proposal	20%
