



319 Black River Lane
Lorain, Ohio 44052
440.204.2269
lorainport.com

DATE: November 9, 2023
TO: Board of Directors
FROM: Jeff Zellers, Chairman, Contract Management Committee
SUBJECT: Meeting Notice

Please be advised that a Contract Management Committee Meeting has been scheduled for 5:00 p.m. on

Tuesday, November 14, 2023

Location:
Lorain Port and Finance Authority
319 Black River Lane
Lorain, OH 44052

cc: Mayor/Administration
City Council
Media

Lorain Port and Finance Authority
Contract Management Committee Meeting
Tuesday, November 14, 2023, at 5:00 p.m.
Port Offices

AGENDA

- I. Roll Call
- II. Report of Chairman
 - A. Continued Contract Services with Stacy Caddey Proposal
 - B. Discussion and Analysis of Fundraising Goals
- III. Other Business
- IV. Adjournment

May 23, 2023



Building Fundraising Capacity to Reach Your Goals

Stacy Caddey, CFRE
Fundraising Consultant
31126 Walker Road
Bay Village, Ohio 44140
440-666-8200
stacy.caddey@gmail.com

Tiffany McClelland
Assistant Director
Lorain Port Authority
Via Email

Dear Tiffany,

As a follow up to our conversation, I am pleased to share the scope of services I am offering to provide to Lorain Port Authority. The services and associated hours of my work are based on the need for monthly campaign counsel support to Lorain Port Authority for capital campaign preparation, launch and implementation.

Services Description: Monthly fundraising counsel to support the campaign efforts of Lorain Port Authority, in the following core areas: infrastructure, volunteers/leadership, prospect development, communications, cultivation strategy and solicitation.

Infrastructure: Follow recommendations provided by feasibility study if applicable, provide strategy for implementing campaign, clarify roles and responsibilities and develop a comprehensive plan/timeline.

Volunteers/Leadership: Meet with Staff/Board to establish recruitment criteria for steering committee and identify a list of candidates with corresponding outreach plan for each.

Prospects: Review donor suggestions and augment with prospect research, hold prospect review sessions to identify leadership level prospects and fill in campaign pyramid outlining identified prospects.

Communications: Outline campaign communication needs and materials, help develop formal case for support with narrative, brochure and slide versions.

Cultivation and Solicitation: Develop strategy and plans for prospect cultivation and solicitation.

Professional Fees: All fees are based on an hourly rate of \$90. Proposed monthly arrangement for above-listed services is estimated at a minimum of 1 day per week (8 hours) for \$3,000 per month or \$6,000 per month for 2 days (16 hours).

Timeline: Work to begin upon approval and mutual agreement.

Please let me know if you have any questions. I welcome the opportunity to discuss further.

Best Regards,

Stacy Caddey, CFRE