

**CALL FOR EXPRESSIONS OF INTEREST/REQUEST FOR PROPOSAL
SASKATCHEWAN NONPROFIT PARTNERSHIP
INTERIM EXECUTIVE LEAD**

On behalf of the Saskatchewan Nonprofit Partnership (SNP) the Community Initiatives Fund (CIF) is inviting Expressions of Interest for a contract position to undertake activities to pursue SNP priorities and objectives.

SNP is currently transitioning from a founder-led initiative toward a formally incorporated organization with a membership structure and elected Board of Directors.

The founding leadership group is seeking an experienced contractor or consultant(s) to provide interim executive leadership during this critical organizational development phase.

SNP is an unincorporated partnership of seven nonprofit organizations whose vision is a nonprofit sector that is widely recognized as a fundamental and essential contributor to Saskatchewan's success.

To achieve this vision the SNP has identified five focus areas for its work: research, networking, public awareness, sector strategy development, and thought leadership.

CIF serves as the host partner on behalf of SNP.

CIF invites Expressions of Interest from individuals and organizations to carry out the activities as outlined in the following pages.

Closing Date: Applications must be received by **12:00 noon CST Friday, September 18, 2026.**

Applications should be submitted electronically to the attention of:

Tracey Mann, Executive Director
Community Initiatives Fund
tmann@cifsask.org

If you have questions regarding this opportunity, please contact Tracey Mann at 306.780.9395 or tmann@cifsask.org.



SASKATCHEWAN NONPROFIT PARTNERSHIP

The Saskatchewan Nonprofit Partnership (SNP) is an emerging provincial initiative dedicated to strengthening Saskatchewan's nonprofit sector through research, networking, public awareness, sector strategy development, thought leadership, collaboration, and organizational capacity-building.

SNP works to create the conditions that enable nonprofit organizations to thrive and to ensure the sector is widely recognized as a fundamental and essential contributor to Saskatchewan's success.

SNP exists to benefit the nonprofit sector by supporting the development of sector-driven and sector-based strategies, strengthening networks and connections across Saskatchewan's nonprofit sector, advancing public awareness, promoting the role and value of nonprofit organizations, and providing leadership that reflects the strengths, priorities, and aspirations of Saskatchewan's nonprofit community.

SNP is currently transitioning from a founder-led initiative toward a formally incorporated organization with a membership structure and elected Board of Directors.

The founding leadership group is seeking an experienced contractor or consultant(s) to provide interim executive leadership during this critical organizational development phase.

This is a 12-month contract (with the possibility of an extension contingent on funding) intended to establish the organizational foundations necessary for SNP's long-term success. The successful candidate will be responsible for helping create the governance structures, operational systems, strategic direction, sustainability plans, and organizational infrastructure required to launch SNP into its next stage of development.

SNP anticipates that this role will support the organization through incorporation, governance transition, and organizational startup.

THE OPPORTUNITY

This is not a traditional executive leadership role focused on managing an established organization, it is a founding leadership role focused on building one.

The successful candidate will possess the vision, discipline, and practical skills required to transform a promising provincial initiative into a sustainable and impactful organization.

This role requires an individual who is comfortable operating in ambiguity, capable of creating momentum, and skilled at translating broad strategic direction into concrete organizational outcomes.

The ideal candidate understands how organizations evolve through different stages of development and is energized by creating organizations, systems, relationships, and structures where they do not yet exist.

The successful candidate will possess the experience, judgment, and leadership required to guide SNP through its startup and organizational development phase and prepare the organization for its next stage of growth.

This individual will help transform a founder-led initiative into a sustainable organization with the governance structures, operational systems, strategic direction, and organizational capacity required for long-term success.

SCOPE OF WORK

Working under the direction of the SNP Leadership Committee and related working groups, the Interim Executive Lead will provide leadership and coordination related to:

- Support incorporation and establishment of SNP as a legal nonprofit organization.
- Develop administrative, operational, financial, and reporting systems required to support organizational operations.
- Build organizational infrastructure, including financial management, human resources, communications, and risk management functions.
- Support organizational planning and readiness for growth, sustainability, and future funding opportunities.

Governance Development

- Support development of governance frameworks appropriate to SNP's current stage of development.
- Assist with transition from founder-led structures to a formal governance model.
- Support preparation for an elected Board of Directors.
- Clarify roles, responsibilities, authorities, and accountability structures.
- Support recruitment, orientation, and preparation for an elected Board of Directors.
- Support governance practices that promote transparency, accountability, strategic oversight, and organizational stewardship.

Strategic Planning and Sector Development

- Refine and operationalize SNP's business model.
- Develop a two-year organizational development and implementation plan.
- Support strategic planning and priority setting.
- Identify opportunities to strengthen Saskatchewan's nonprofit sector through sector development initiatives, partnerships, and infrastructure-building approaches.

Resource Development and Sustainability

- Develop and implement a fund development strategy.
- Identify and pursue funding opportunities.
- Build relationships with government, foundations, philanthropy, and sector partners.
- Develop recommendations for long-term sustainability and organizational growth.

Communications and Stakeholder Engagement

- Develop and implement communication strategies.
- Build awareness, credibility, and engagement across Saskatchewan's nonprofit sector.
- Coordinate sector engagement activities.
- Strengthen connections with nonprofit organizations, networks, communities, and stakeholders across Saskatchewan.
- Serve as a spokesperson and ambassador for SNP.

Project Leadership

- Coordinate organizational development initiatives.
- Manage timelines, deliverables, priorities, and dependencies.
- Report regularly to the SNP Leadership Committee and working groups.
- Work effectively with consultants, contractors, and administrative partners.

OUTCOMES OF THE ASSIGNMENT

By the conclusion of the contract, the Interim Executive Lead will have supported SNP in achieving outcomes such as:

- Development of foundational governance and policy frameworks.
- Establishment of administrative and financial management systems.
- Creation of a sustainable funding and business model.
- Development of a two-year organizational development roadmap.
- Launch of communications and stakeholder engagement strategies.
- Establishment of a membership framework.
- Transition from current state to a formally governed organization.
- Support for onboarding and transition to an elected Board of Directors.
- Transition from current state to a formally governed organization.
- Recommendations regarding long-term staffing, executive leadership, and organizational structure.

QUALIFICATIONS AND EXPERIENCE

The successful candidate will demonstrate experience and expertise in many of the following areas:

Organizational Development and Leadership

- Experience establishing, launching, or scaling organizations, initiatives, coalitions, or sector-wide projects.
- Demonstrated understanding of organizational lifecycle and stages of organizational development.
- Experience supporting organizations through startup, governance transition, growth, or restructuring phases.
- Ability to operate effectively in environments characterized by ambiguity, complexity, and evolving priorities.

Nonprofit Sector Expertise

- Deep knowledge of Saskatchewan's nonprofit sector or comparable nonprofit environments gained through executive leadership experience.
- Understanding of nonprofit governance, operations, sustainability, and sector development.
- Strong understanding of challenges and opportunities facing nonprofit organizations.

Strategic and Operational Planning

- Experience developing strategic plans, business plans, implementation roadmaps, and organizational development plans.
- Ability to convert strategic direction into measurable action.
- Strong project leadership and project management skills.

Governance

- Knowledge of contemporary governance models and governance best practices.
- Experience supporting boards, governance development, policy development, and organizational transitions.

Resource Development and Government Relations

- Demonstrated success securing funding from government, foundations, and other sources.
- Understanding of the Saskatchewan funding environment.
- Experience navigating government relationships and public policy environments.
- Ability to develop compelling business cases and funding proposals.

Communications and Relationship Building

- Exceptional communication, facilitation, and stakeholder engagement skills.
- Ability to build trust, credibility, and productive relationships across diverse sectors and stakeholders.
- Established connections within Saskatchewan's nonprofit sector and demonstrated ability to engage stakeholders in ways that build awareness, participation, and shared ownership.

PERSONAL CHARACTERISTICS

The ideal candidate will be:

- Entrepreneurial
- Self-directed
- Action-oriented
- Creative and innovative
- Comfortable with ambiguity
- Collaborative
- Resourceful
- Strategic
- Accountable
- Respected within the sector

The successful candidate will possess a startup mindset and demonstrate an ability to move work forward independently while remaining aligned with the strategic direction established by the SNP Leadership Committee.

CONTRACT STRUCTURE

This is an independent contractor position for a term of up to 12 months with fees not to exceed \$150,000. Additional financial resources are available to support expenses related to the project deliverables.

The successful candidate will:

- Operate as an independent contractor or consulting professional.
- Maintain their own office space, technology, equipment, insurance, and business infrastructure.
- Be responsible for all applicable taxes, benefits, and professional expenses.
- Work in collaboration with administrative and operational partners supporting SNP.

The Interim Executive Lead will report directly to the SNP Leadership Committee and will be contracted by SNP's Administrative Partner.

PROPOSAL REQUIREMENTS

Expressions of Interest must provide the following information:

1. Contact Information

Individual Name or Company Name, Contact Person, Title; Mailing Address, Web Site Address, Telephone Number, Email Address

2. Qualifications

Describe your experience and qualifications relative to the expectations outlined above. Companies should include biographies of key personnel who would be involved with the project.

3. Proposed Workplan

Provide a proposed workplan to achieve the deliverables outlined above including activity descriptions, anticipated hours and rates to complete, and timelines for completion.

4. Rates

Proposals should include proposed hourly or monthly rates to provide the services. Note that CIF is GST exempt.

5. References

Provide three (3) references for whom you or your company has provided similar services, including contact name, type of service provided and length of service. By providing the names of the references in your application, you are hereby permitting SNP/CIF the right to contact the references to confirm and request additional information.

6. Verification

Proposals from companies should be signed and dated by an authorized representative. Signed submissions serve to guarantee the quotation price for ninety (90) days from the closing date.

INSTRUCTIONS

1. Submit proposals by **12:00 noon CST Friday, September 18, 2026** to be eligible for consideration.
Late proposals will not be considered.
2. Proposals must be submitted by email in PDF format.
3. Supporting documents such as samples may be submitted by email, mail or hand delivery but must be received by the closing date and time at 202-2550 12th Avenue, Regina, SK S4P 3X1.
4. Proposal prices shall remain in effect for ninety (90) days from the closing date.
5. It is the responsibility of the Applicant to understand all aspects of the project and obtain clarification before submitting their proposal.

REVIEW AND SELECTION PROCESS

1. Proposals are received by the deadline date (September 18)
2. Interviews (in person or virtually) will be conducted with short listed applicants (October TBD).
3. Final selection of a Contractor is made (October 23).
4. Contract is finalized (November 15).