

05.07.26

Sugar Land Legacy Foundation

Request for Qualifications (RFQ)

Executive Director – Development & Fundraising Focus

Organization Overview

Sugar Land Legacy Foundation is a 501c3 non-profit organization that works on behalf of the City of Sugar Land to promote community investment in large-scale quality of life projects. These projects commemorate, transform and celebrate the Sugar Land community. We are seeking a visionary and results-driven Executive Director to lead our organization into its next phase of growth, with a strong emphasis on fundraising, donor relations, and strategic partnerships.

Purpose of RFQ

The purpose of this RFQ is to identify qualified candidates or search firms with demonstrated experience in nonprofit leadership, revenue growth, and mission-driven management.

Scope of Role

The Executive Director will:

- Lead strategic planning and organizational growth initiatives.
- Drive fundraising efforts, including major gifts, grants, corporate sponsorships, and donor stewardship.
- Oversee program delivery and operational excellence.
- Serve as the primary spokesperson and relationship-builder with stakeholders.
- Actively represent and promote the organization within the community, including participation in evening and weekend events as needed.
- The Executive Director will establish clear, measurable fundraising goals that align with the organization's strategic priorities, and will lead the planning, execution, and evaluation of all fundraising initiatives to ensure sustainable revenue growth.

Qualifications

- Proven track record in nonprofit leadership with measurable fundraising success.
- Strong network and relationship-building skills with donors, foundations, and corporate partners.
- Experience managing budgets, teams, and strategic plans.
- Excellent communication and public speaking skills.

Compensation

Compensation for this position will be determined according to the candidate's experience and qualifications. The company offers a competitive compensation package that reflects the skills, knowledge, and professional background of the selected candidate. Additional details regarding benefits, incentives, and other employment terms will be discussed during the hiring process.

Range: \$75K - \$100K (based on level of experience)

Submission Requirements

Interested individuals or firms should submit:

1. Cover letter or statement of interest.
2. Resume or organizational profile highlighting relevant experience.
3. Examples of past fundraising achievements and leadership outcomes.
4. Three professional references.

Submission Deadline

All submissions must be received by June 3, 2026. Submissions should be sent electronically to sugarlandlegacy@gmail.com with the subject line "**Executive Director Application.**"

Selection Process

The selection process will involve a review of qualifications, interviews with selected candidates, and reference checks.

Submission Instructions

Send all materials in PDF format to:

Beth Wolf

Foundation Administrator

Sugarlandlegacy@Gmail.com

Website: www.sugarlandlegacy.org