

REQUEST FOR PROPOSALS:

Consultant: Accounting and Development Operations Efficiency Project

Proposal deadline: November 7, 2025

Notification: November 14, 2025

Anticipated start: December 1, 2025

End date: project should be completed by February 2026 (earlier is fine, too)

Background

NYC Bird Alliance, a small \$2.5M non-profit with a fairly large donation and payment volume, seeks to improve and increase the efficiency of our accounting and development functions to remove staff redundancy and reduce manual tasks.

The consultant will find solutions to streamline accounts payable in the Accounting department, reduce accounts receivable processes in both Development and Accounting departments, modernize development operations, and optimize donor management systems in order to ensure staff time is focused on donor relationships and financial strategy.

Scope of Work

1. **Audit current systems and workflows** for Accounts Payable, Accounts Receivable, donation processing and acknowledgments, and related interdepartmental processes. On-site office visits are expected for this part of the project.
2. **Identify redundancies** and recommend software, integrations, and/or procedural improvements to reduce staff time and administrative, manual workload.
3. **Develop a phased implementation roadmap** with recommended sequencing, responsibilities, and priorities.
4. (Optional) **Support light implementation and provide staff training** at the end of the project.

The following are out of scope for this consultant:

- Implementing a new donor CRM (we're retaining NeonCRM)
- Conducting a full financial system audit
- Any annual budgeting, financial forecasts, or development projections
- Bookkeeping entries

Deliverables

- Written assessment with recommendations for systems and process improvements
- Presentation of findings, procedural improvements, and roadmap to leadership team
- Templates or written instructions for implementation of new processes
- Light training for Controller and Senior Development Associate (as applicable)
- Handoff memo for continuity with future administrative support

Project Oversight

The consultant will report to the Executive Director and will work closely with the Controller, Director of Development, and Senior Development Associate. These staff will be available as reasonably needed by the consultant to review deliverables, provide access to necessary systems, and serve as decision-makers for implementation recommendations.

Budget

The anticipated budget for this engagement is up to \$15,000, inclusive of all fees and expenses, and dependent on the expected deliverables. NYC Bird Alliance is open to proposals that reflect varying levels of involvement within this range.

Proposal Requirements

Interested consultants or firms should submit a concise proposal (2–3 pages, PDF preferred) that includes:

1. *Approach*: A brief description of how you would carry out the project, including estimated timing, deliverables, total hours, and amount of staff time required. While the project is expected to occur between December 2025 – February 2026, it need not span the full period – we'd be happy if it were completed earlier.
2. *Relevant Experience*: Summaries of similar projects or a résumé highlighting experience in nonprofit accounting, or development operations, and familiarity with donor CRMs and accounting integrations (we use NeonCRM and Quickbooks, respectively).
3. *Cost Proposal*: We'll consider an all-inclusive fee, itemized fees, or hourly fee structure with anticipated timing and expenses.
4. *References*: Contact information for two recent clients and/or professional references.

Submission Details

Please email proposals by **November 7, 2025** to Jessica Wilson, Executive Director, NYC Bird Alliance (jwilson@nycbirdalliance.org)

Selection Process

Proposals will be evaluated based on the following criteria:

- Alignment with project goals and deliverables
- Qualifications and relevant experience
- Feasibility and clarity of proposed approach
- Cost-effectiveness and value
- Interview with Executive Director, Director of Development, and Controller

The selected candidate will be notified by November 14, 2025. Work is expected to begin on December 1.

About NYC Bird Alliance

NYC Bird Alliance (formerly NYC Audubon) protects birds and strengthens urban biodiversity across New York City. Through cutting-edge science, policy advocacy, and inclusive public programs, we safeguard habitat, reduce threats to birds, and inspire New Yorkers to build a city where wildlife and communities thrive. For more info, visit www.nycbirdalliance.org.