



Request for Proposals – Strategic Planning Consultant

Deadline: March 6th, 2026, via email to strategic@litttlelights.org

Organization Overview

Little Lights Urban Ministries provides long-term, year-round support and services for three public housing communities in Washington, DC. Since 1995, Little Lights has built trusted relationships to provide a wide array of effective programs for children, youth, and adults, including academic and youth development, family and economic empowerment, and anti-racism training.

Our core programs include:

- **After-School and Summer Programs** focused on academics, caring relationships, and enrichment
- **Family and Economic Empowerment Programs** through the Family Center and Clean Green Team social enterprise
- **Racial Reconciliation Programs** for staff, volunteers, and partner organizations
- **College and Career Program** to assist underrepresented youth to access college and stay in college and also providing guidance and support for youth to find job and career paths

Project Description

We seek an experienced strategic planning consultant to facilitate the development of our 2026-2031 strategic plan. The plan will guide Little Lights through a critical period of growth and expansion while navigating macro uncertainties, including the political, economic, and social environment.

Scope of Work

Develop plans integrating essential aspects of Little Lights' work around the following organizational categories:

- Programs
- People and Partners
- Operations and Facilities
- Fundraising

Requirements

- Conduct a brief environmental scan and organizational assessment that considers feedback from the Board, staff, and community stakeholders.



- Develop measurable objectives and implementation timelines for each organizational category
- Create a draft strategic plan document
- Present final plan recommendations to the board for approval
- Provide an implementation roadmap and an initial monitoring framework

Project Timeline

- 6 months from contract execution to board-approved strategic plan

Budget

- \$10,000-\$15,000 total project budget

Proposal Requirements

- Consultant qualifications and relevant experience (2 pages maximum)
- Proposed methodology and timeline
- Sample work products from similar engagements
- Detailed budget breakdown
- Two professional references

Evaluation Criteria

- Relevant experience and expertise
- Proposed approach and methodology
- Understanding of SE Washington, DC landscape
- Understanding of Christian ministries and nonprofit service organizations
- Cost effectiveness
- References and past performance

Contact Information

- Steve Park, Executive Director, Little Lights Urban Ministries
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