



Request for Proposal – “Preventing Nonprofit Leader Burnout”

Nonprofit Leadership Initiative (NPLI) has created a Request for Proposal (RFP) process to help minimize bias in facilitator selection for learning sessions, to have a formalized process for review and selection of facilitators, and to increase transparency of our how facilitators and presenters are selected. This scope of work document is provided to all potential facilitators upon announcement of an open RFP to ensure clarity, consistency, and alignment with the learning need expressed by nonprofit leaders through our post-survey feedback process. Thank you for helping us continue this work to support the nonprofit community and its leaders!

Expressed Nonprofit Learning Need

Topic: “Preventing Nonprofit Leader Burnout”, but a new title may be suggested by the facilitator

of Facilitators Needed for Session: 1, but co-facilitation may be considered if presented

Length of Session: 3 hours, with at least 1, 1-hour prep session with NPLI. Additional prep session/s available based on trainer’s desire.

Time of Year: Quarter 1 of 2027 (January – March)

Location: D.J. Bordini Center – 5 N Systems Drive, Appleton, Wisconsin

Session Format: In-Person facilitation, with preference to offer hybrid attendance

Event Capacity: Registration is capped at 200 in-person participants, with average attendance ranging from 50 – 120 participants. Hybrid availability allows for additional registrants.

Technology Availability:

- Handheld microphone or lavalier microphone
- Podium
- Presenter computer with HDMI, cord, projectors and screens OR the ability to mirror cast from your personal laptop device
- Hearing Loop Equipped (select rooms as available)
- In-room cameras for virtual attendance (select rooms as available)

- Microsoft Teams capabilities through our team

Accessibility:

- Seating for 200 attendees in-person. Room may be arranged to meet the facilitation requirements of the presenter (pods, large 'U', rows, etc.)
- No stairs - facility is all on one level
- Wheelchair-accessible entrances with automatic door openers
- Hearing Loop equipped (select rooms as available)
- Accessible through the Valley Transit Bus Line
- Free on-site parking
- Hotel accommodations available nearby (if not local to Northeast Wisconsin)

Event Details**Overview:**

Nonprofit Leadership Initiative (NPLI) is seeking a qualified facilitator to lead a three-hour program designed for nonprofit board and staff leaders that provides practical strategies for recognizing, preventing, and responding to burnout at both the individual and organizational levels. Participants should leave with actionable tools they can implement immediately, regardless of organization size or budget.

Forum Objectives:

The selected facilitator will design and deliver an engaging session that helps attendees:

- Understand the causes and warning signs of burnout among nonprofit staff and board members.
- Distinguish between stress, compassion fatigue, secondary trauma, and burnout.
- Explore the impact of burnout on organizational culture, employee retention, and mission effectiveness.
- Identify practical strategies for fostering a healthy workplace and board culture.
- Learn approaches for setting boundaries, managing workload expectations, and preventing overcommitment.
- Develop an action plan to strengthen well-being and sustainability within their organizations.

- Discover free or low-cost tools, resources, and practices that support staff and volunteer wellness.

Target Audience:

- Staff and board members from nonprofit organizations.
- Participants may represent organizations with limited staff capacity, volunteer-dependent operations, and small-to-midsize operating budgets (\$350,000 or less).

Scope of Work:

The selected facilitator will:

- Design and deliver a 3-hour interactive learning experience.
- Incorporate participant engagement through discussion, reflection, small-group activities, case studies, and/or hands-on exercises.
- Include practical examples relevant to nonprofit organizations of varying sizes and budgets.
- Provide guidance on free or low-cost tools, resources, and practices.
- Develop a professional slide deck and supporting materials that may be distributed to participants following the program.
- Participate in at least 1 planning meeting with NPLI staff.
- Collaborate with NPLI staff on event logistics and promotion.
- Deliver the program in a manner that is engaging, inclusive, and applicable to both staff and board leaders.

Selection Criteria:

Proposals will be evaluated based on:

- Relevance and clarity of proposed content
- Demonstrated expertise in burnout prevention, leadership sustainability, workplace culture, or related topics
- Experience working with nonprofit organizations in the greater Fox Valley Region of Wisconsin
- Interactive and engaging facilitation approach
- Practical applicability for organizations with limited resources
- Cost-effectiveness and overall value

Proposal Requirements:

Interested facilitators should complete the requested Request-for-Proposal Microsoft Form found here: [NPLI Request for Proposals - "Preventing Nonprofit Leader Burnout" – Fill out form](#)

NPLI reserves the right to accept or reject any proposal. An attempt will be made to collect 3 proposals per requested topic. RFPs are due within 30 days of the initial proposal request. After 30 days, proposals received will be presented to a Selection Committee for review.

Information provided through the RFP process will not be shared with any individuals or organizations outside of NPLI staff and the Selection Committee.

Request for Proposal Deadline: Friday, August 14th, 2026