



Request for Proposals: Stakeholder Communications Manager

Inclusive Prosperity Partnership (IPP)

Issue Date: May 28, 2026

Proposal Deadline: June 26, 2026

Contract Term: 6 months

Location: St. Louis (hybrid; local presence strongly preferred)

Role Overview

The Inclusive Prosperity Partnership (IPP) is seeking proposals from qualified individuals or firms to serve as a **Stakeholder Communications Manager** on a temporary, 6-month basis.

This role will provide critical capacity during a period of transition and growth. The selected contractor will play a central role in managing stakeholder communications, strengthening IPP's public narrative, and ensuring effective coordination across partners and events.

IPP brings together cross-sector leaders to advance inclusive economic growth in the St. Louis region. This role is essential to maintaining momentum, ensuring alignment, and supporting high-quality engagement with partners and the broader community.

Scope of Work

This role spans communications, stakeholder engagement, and meeting coordination. The IPP recognizes that no single individual or firm may bring equal depth across all areas and encourages proposals that align strongly with the priority capabilities below.

Core Capabilities

These capabilities are essential to success in this role:

1. Communications Strategy & Execution

- Lead and manage partner-facing and public-facing communications
- Develop, own, and maintain a clear, consistent, and compelling IPP narrative across all channels and audiences

- Draft and produce high-quality written materials, including messaging, updates, presentations, and core collateral
- Ensure alignment of voice and messaging across partner communications, public materials, and convenings
- Translate complex concepts into accessible, audience-appropriate language
- Oversee owned communications channels, including email, social media, website content

Priority Capabilities

These capabilities are strongly desired:

2. Technical & Creative Channel Execution

These capabilities support execution across IPP's communications channels and may be delivered directly or through managed partners:

- Website development, updates, and ongoing management
- Graphic design for presentations, reports, and digital content
- Social media management, including content publishing and community engagement
- Marketing and communications analytics, including tracking performance and informing optimization

3. Stakeholder Engagement & Relationship Management

- Manage day-to-day stakeholder communications, including outreach, follow-ups, and responses
- Serve as a central point of contact for inbound communications
- Prepare and deliver stakeholder presentations
- Support IPP leadership with briefings, talking points, coordination, and email communications
- Maintain strong relationships across a diverse group of public, private, and nonprofit partners

Additional Capabilities

These capabilities will strengthen proposals but are not required:

4. Meetings & Convenings

- Coordinate stakeholder engagement activities and events.
- Own all meeting logistics, including scheduling, materials, and execution

- Ensure meetings are well-structured, purposeful, and aligned with IPP priorities
- Drive strong follow-through, including clear next steps and continuity across engagements

5. Public Relations & Earned Media

- Coordinate and support public relations efforts, including earned media engagement
- Serve as the central contact and point of coordination for all media

Deliverables and Outcomes

By the end of the engagement, the selected contractor will have:

- Established and maintained consistent, high-quality communications for the IPP
- Strengthened and clarified IPP's narrative and messaging across platforms
- Ensured effective, organized, and impactful stakeholder meetings and events
- Created clear documentation of communications and stakeholder engagement processes to inform long-term staffing and structure

Qualifications

This is a **hands-on, execution-oriented role** suited to an experienced professional or firm that can manage relationships, shape clear and compelling communications, and oversee logistical and administrative workflows across multiple functions.

IPP is seeking an individual or firm with the following qualifications:

- Demonstrated ability to work with senior leaders and high-profile external stakeholders
- Experience engaging diverse stakeholders across sectors (public, private, nonprofit)
- Depth of knowledge in philanthropy, civic initiatives, nonprofit, or public-private partnerships

- Exceptional writing and editing skills, with the ability to translate complex ideas clearly
- Experience managing and executing communications or marketing workstreams
- Strong organizational and project management skills, with the ability to manage multiple priorities simultaneously

Contract Details

- **Type:** Temporary, 6-month contract (full-time or high-capacity part-time)
- **Reporting:** Works closely with IPP leadership and designated project management support
- **Start:** As soon as feasible
- **Rate range:** \$9,000–\$12,000 per month, depending on experience and capabilities

Application

Proposals should include:

- Overview of the individual or firm
- Summary of relevant experience and approach to this scope of work, including work on:
 - Multi-stakeholder initiatives
 - Economic mobility or inclusive growth efforts
 - Workforce development or nonprofit sector work
- Proposed approach and timeline
- Detailed fee structure and proposed budget
- Bios of key personnel assigned to the project
- References from at least three comparable clients
- Work samples
 - 2–3 samples demonstrating the ability to communicate complex ideas to diverse audiences

- Additional relevant examples of finished work (via URL or digital files)

Evaluation Criteria

Proposals will be evaluated on:

- Alignment with IPP's mission, goals, and scope of work
- Relevant experience and demonstrated track record
- Strength, clarity, and feasibility of the proposed approach
- Quality of writing and work samples, and strength of references
- Ability to cover multiple aspects of the scope of work, either directly or through coordinated partners
- Cost-effectiveness relative to proposed capacity and scope

Selected applicants may be invited for an interview prior to final selection.

Submission Instructions

Please submit all materials electronically to:

ipp@stlgives.org

Subject Line: Stakeholder Communications Manager RFP Submission – [Individual/Firm Name]