



Request for Letters of Interest: Strategic Planning Consultant

Manitoulin Family Resources (MFR) is inviting qualified consultants to submit a Letter of Interest to support the development of a new Strategic Plan. We are seeking a skilled facilitator and excellent communicator who can guide an inclusive, practical, and values-based planning process that reflects MFR's organizational needs, the people we serve, our partners, staff, volunteers, and Board of Directors.

The purpose of this engagement is to develop a clear and actionable Strategic Plan that will guide organizational priorities, decision-making, program delivery and development, partnerships, and sustainability over the next three years, 2027/28 to 2030/31. The successful consultant will help design and facilitate a process that involves internal and external stakeholders and results in a concise final plan with achievable goals, priorities, and implementation considerations.

Manitoulin Family Resources

Centrally located in Mindemoya, Ontario, Manitoulin Family Resources (MFR) was first registered with Canada Revenue Agency April 1, 1988 as Haven House Shelter. Over time, it has become a hub for crisis response, prevention, and family support, working in close partnership with municipalities, health and social service providers, and First Nations communities while maintaining a strong commitment to accessibility, trauma-informed care, and culturally aware service delivery. Our operations:

Food Bank and Treasures Thrift Shop (Help Centre): Some 50 volunteers work year-round creating food hampers for families in need and running a shop that sells gently used donated items. Proceeds from the shop go to the Food Bank, which on average supports about 400 people a month, a large percentage of whom are children. The Help Centre also provides Christmas food and gift hampers to about 1,000 Manitoulin families every year.

Violence Against Women Prevention (VAWP) and Shelter: Haven House is a 10-bed shelter providing safe emergency accommodation to all self-identified women 16 years of age and older, with or without dependents, who experience or are at risk of experiencing violence and/or abuse. Women are supported by residential counsellors and staff who provide crisis support, parenting support, safety planning, counselling, and help with transitional planning to rebuild their lives.

Administration & Governance: A lean administrative team covers day to day office management, communications and donor relations, finance and human resources. The MFR board of directors, supported by the executive director, meets every 4-6 weeks to provide fiduciary oversight, operational transparency and ensure financial accountability.

MFR's program configuration changed earlier in 2026 as the daycare programs previously part of our operations were transferred to a new provider. This allows MFR to more fully focus on its founding and central mission to support the most vulnerable in our communities. A new strategic plan is essential as MFR embarks on its next exciting chapter of community service.

Scope of Work

The consultant will be expected to propose an approach that includes document review, environmental scan activities, interviews or surveys, stakeholder engagement, analysis of findings, facilitated planning sessions, and preparation of a draft and final Strategic Plan. The process should be trauma-informed, culturally responsive, and appropriate for a community-based front-line service agency.

Letter of Interest Requirements

Along with up-to-date CVs, interested consultants are asked to submit a brief (1,000 to maximum 2,000 words) Letter of Interest that includes:

- Recent relevant experience with strategic planning for non-profit charitable, community-based social service, and/or women's services organizations
- Examples of previously completed similar strategic planning projects and contact information for two previous strategic planning clients
- Recommended engagement methods and planning approach
- Availability and anticipated project timeline
- Fee range and estimated costs
- Any additional information you wish to provide.

Submission Details

Please submit your Letter of Interest and CV by email to by **11 p.m. EDT Monday, September 21st, 2026** to

Lynne Dee Sproule, Interim Executive Director
ldsproule@mfresources.net
(613) 402-2334

Questions may be directed to the above up to and including Thursday, September 17, 2026.