

2018/03/26

Specification for “Services to develop Institutional Advancement” [Draft]

General Provision:

Okinawa Institute of Science and Technology School Corporation (OIST) will appoint a suitable independent service provider (hereinafter “Provider”) that can provide OIST with strategic advice on the advancement efforts in the United States and Japan, strategic development of fundraising mechanism in the U.S., and developing connections in relevant U.S.-Japan networks for OIST.

OIST aims to double in size by 2023, making now a critical time to raise the institution’s profile in the United States and Japan, to form a solid not-for-profit affiliate in the U.S., and to develop contacts and networks that can support the institution’s mission into the future. To accomplish this, OIST must adopt a strategic and long-term approach to institutional advancement.

Services to be delivered:

1. Strategic Advice
 - a. Advising the President and senior leadership of OIST to develop a successful “friend” fundraising capacity by strategically engaging individuals and organizations from a broad segment of the domestic and international community (initially in the U.S.);
 - b. Coordinate OIST's advancement efforts in the U.S. and Japan by working closely with OIST employees in charge to structure their advancement efforts in Japan in line with U.S. efforts—fostering relationships with individuals, institutions, and networks in the U.S. that can be beneficial for OIST long-term.
2. Strategic development of fundraising mechanism in the U.S., advice on its implementation, work with OIST to develop a long-term plan in order to maximize the value of the mechanism to OIST, and their related tasks.
3. Developing Relevant Connections
 - a. Raising the profile of OIST in the United States and Japan through regular discussions about the institution with leaders in various U.S.-Japan networks and by accompanying the President to conferences and meetings in the U.S. strategically arranged by Provider;
 - b. Developing connections in relevant U.S.-Japan networks for OIST, including business-based networks, U.S.-Japan societies in the United States, Japanese corporate leaders, various foundations which might be interested in U.S.-Japan relations, and key institutions and individuals which might be interested in entrepreneurship and innovation in Japan;

- c. Fostering ties with the Okinawan and Japanese-American community in the United States that may have an interest in supporting OIST and the development of Okinawa's future;
- d. Encouraging individuals and organizations travelling to Japan to consider making a visit to OIST. This includes teachers and students who travel to Japan in order to build next generation knowledge of and interest in OIST.

4. At least one visitation to OIST during the term to discuss the strategies and plans in performing the services.

5. Any other Services OIST shall ask from time to time in order to achieve the purposes.

Qualifications:

- 1) Extensive working experience with wide-ranging U.S.-Japan networks for at least the 10 preceding years.
- 2) Strong ties with senior leaders of U.S.-Japan networks as well as corporate, government, academic, and non-profit leaders in both countries
- 3) Strong public speaking skills and articulate writing skills
- 4) In-depth knowledge of non-profit law and structure in the United States with experience in launching U.S.-based non-profits
- 5) Highly skilled at networking
- 6) Proactive leader who can work independently to achieve institutional goals
- 7) Knowledgeable about the history of Japan and special role of Okinawa
- 8) Possess extensive contacts in Okinawa.

Contract Period:

From Contracted date to March 31, 2019

Based on considerations such as OIST's needs for services, vendor's performance, and the availability of funds which are subject to the approval of the next fiscal year's budget, the yearly contract may be renewed.

Deliverables:

Provider provides quarterly progress reports in line with the services described under this specification or any clarifying information upon request by OIST.