



STANSBURY CONSULTING

FUNDRAISING | LEADERSHIP | PLANNING
Helping Nonprofits Thrive *Because what you do matters.*

LETTER of AGREEMENT

The Florida Endowment Foundation for Vocational Rehabilitation, Inc.
Also soliciting as "The Able Trust"
2025-2026

THIS LETTER OF AGREEMENT ("the Agreement") is made between The Florida Endowment Foundation for Vocational Rehabilitation, Inc., also soliciting as "The Able Trust", a Florida nonprofit corporation, with its principal office located at 2039 Centre Pointe Blvd, Suite 101, Tallahassee, Florida 32308, and Stansbury Consulting LLC with its principal office located at 2808 Cavan Drive, Tallahassee, FL 32309 on the day set forth below.

WITNESSETH:

WHEREAS, The Able Trust is a Florida non-profit corporation, properly registered with the State of Florida, whose mission is to be a key leader in providing opportunities for successful employment for Floridians with disabilities.

WHEREAS, Stansbury Consulting LLC is a professional fundraising consultant, properly registered with the State of Florida, and provides governance and fundraising consulting services to nonprofit organizations.

WHEREAS, The Able Trust desires to retain the consulting services of Stansbury Consulting LLC; and

WHEREAS, Stansbury Consulting LLC desires to furnish consulting services to The Able Trust upon the terms, provisions, and conditions herein set forth:

NOW, THEREFORE, for good and valuable consideration received, the parties agree as follows:

1. **Retention of consultant.** The Able Trust shall retain the consulting services of Stansbury Consulting LLC and Stansbury Consulting LLC shall serve The Able Trust on the terms and conditions herein provided. Services will be provided by Alyce Lee Stansbury, employees of Stansbury Consulting LLC, or a sub-contractor selected by and at the discretion of Stansbury Consulting.
2. **Term of Agreement.** This Agreement shall commence August 1, 2025, and shall terminate January 31, 2026. This agreement may be terminated by either party without cause with thirty (30) days written notice.
3. **Consultant's duties.** Stansbury Consulting shall provide the following consulting services to The Able Trust.

Deliverable #1: Fund Development CoachingAugust 2025 – January 2026

Stansbury Consulting LLC will provide a total of twenty-four (24) hours of fundraising coaching to the Vice President of Development & Marketing. We recommend four (4) hours per month. Specific goals and objectives will be mutually developed by the Vice President of Development and Marketing and Stansbury Consulting LLC with input and direction from the President & CEO. Coaching topics will be based on ethical fundraising principles and include support and guidance to:

- (a) promote and develop the legacy giving program.
- (b) develop a Donor Engagement Director position description.
- (c) develop and strengthen a donor stewardship program.

Services will include one and/or more of the following:

- a. review the current fundraising plan including donor communication strategies and recent fundraising results, understand the size and capacity of the donor base, and ask follow-up questions as needed.
- b. scheduled coaching calls via Zoom with an agenda and/or identified goals.
- c. written recap of coaching sessions including recommendations and next steps.
- d. respond to questions between calls and provide verbal or written feedback via email, Zoom and/or telephone.

4. The Able Trust responsibilities:

- a. Work closely and partner with Stansbury Consulting to achieve desired results.
- b. Complete tasks within the guidelines and time frames of the Letter of Agreement.
- c. Involve the Board of Directors and staff members as appropriate and encourage their active participation.
- d. Provide written notification to Stansbury Consulting of any unforeseen problems that may arise during the agreement period.

5. Compensation. The professional compensation for the services described under 'Consultant Duties' is \$3,600. The first payment of \$1,200 is due upon acceptance of a signed Letter of Agreement. Remaining fees of \$2,400 will be in two payments of \$1,200 each on October 15, 2025, and December 15, 2025.

6. Expenses. The Able Trust must pre-approve all amount Stansbury Consulting LLC desires to spend on the performance or furtherance of the consulting services described herein. With the requisite pre-approval, The Able Trust shall reimburse Stansbury Consulting for all such pre-approved expenses that Stansbury Consulting incur. Stansbury Consulting shall submit an invoice of approved expenses to be paid within 30 days of receipt by The Able Trust not to exceed \$250. Payments received after 30 days shall be subject to a 10% late fee.

7. Independent Contractor Status. In furnishing the Consulting Services described herein, Stansbury Consulting shall be acting as an independent contractor in relation to The Able Trust. Stansbury Consulting understands that it is not an employee of The Able Trust and that The Able Trust is not required to provide Stansbury Consulting or its employees with workers' compensation or be responsible for their federal and state income, social security, and unemployment or disability taxes.

8. Confidential information. While this Agreement is in effect and thereafter, Stansbury Consulting shall not divulge to anyone, except in the regular course of The Able Trust's business, any confidential

16. **Governing law and venue.** This Agreement shall be governed by the laws of the state of Florida. The exclusive venue for any litigation arising from or in any way concerning this Agreement shall be in Leon County in Tallahassee, Florida. In the event of litigation regarding the terms and conditions of this agreement, the prevailing party shall be entitled to the recovery of attorney fees.

IN WITNESS WHEREOF, the parties have executed this Agreement on July 11, 2025.

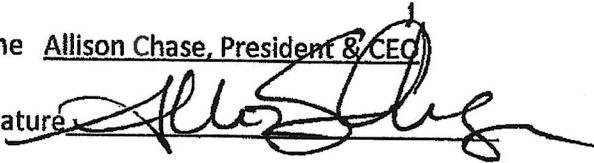
**The Able Trust - Florida Endowment Foundation
for Vocational Rehabilitation, Inc.**

Stansbury Consulting, LLC

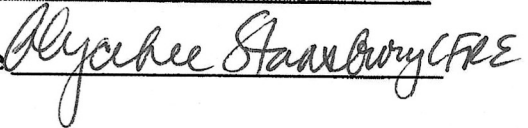
Name Allison Chase, President & CEO

Name Alyce Lee Stansbury, CFRE, President

Signature



Signature



Name Donna Wright, VP of Development & Marketing

Signature

