



Request for Proposals (RFP)

Visual Storytelling Documentation

Issued by: Springboard to Opportunities

Issue Date: October 14, 2026

Proposal Deadline: November 14, 2026

Project Start Date: January 3, 2027

About the Organization

Springboard to Opportunities is a nonprofit organization based in Jackson, Mississippi, that works alongside families living in federally subsidized housing as they work to reach their goals in school, work, and life.

Springboard's work is grounded in a radically resident-driven philosophy, meaning the families we serve guide our priorities, shape our solutions, and lead the work of building stronger communities. Springboard currently serves families in multiple affordable housing communities in Jackson, Mississippi.

The majority of the communities we serve are families headed by Black mothers with their children. Our approach centers residents' lived expertise and challenges the assumption that solutions to poverty should be designed without the leadership of those experiencing it. Through programs such as guaranteed income, educational support, and community-driven initiatives, Springboard has shown that when families have the resources and support, they need to recognize their own power and voice; they can create solutions that best support their futures.

Purpose

Springboard is seeking an experienced photographer and videographer to serve as our Visual Storytelling & Documentation Partner for 2027. This will be a year-long creative partnership, not a series of individual assignments. We want to document the people, experiences, relationships, and moments that bring Springboard's work to life—and build a strong library of visual

material to support our communications and storytelling throughout the year.

This opportunity is focused on capturing high-quality source material. Springboard has the communications capacity to manage editing, packaging, distribution, and strategic use of the resulting content. The selected contractor will partner with our communications lead to plan production, capture compelling material, and ensure files are organized and usable.

Scope of Work

1. Quarterly Event Documentation

The contractor will provide photography and videography for four major Springboard events during 2027, with approximately one event assignment each quarter. Event coverage should capture the energy and substance of each gathering, including speakers, participants, interactions, candid moments, and environmental details. We are particularly interested in a documentary approach that captures authentic moments rather than relying primarily on posed or staged photography.

For each event, the contractor will provide a curated selection of high-resolution edited photographs and organized video source footage. Specific deliverables and production schedules will be confirmed in advance with Springboard's communications lead.

2. Interview and Storytelling Production

In addition to event coverage, the contractor will provide four dedicated production days for interviews and other planned storytelling. These sessions may include conversations with program participants, families, community partners, staff, donors, or others whose experiences help illustrate Springboard's work and impact. The contractor should be comfortable creating a professional interview environment, including appropriate lighting, clear audio, thoughtful framing, and supporting footage.

Springboard is seeking someone who understands how to capture an interview in a way that gives the communications team flexibility later. This includes recording clean, high-quality source footage; capturing relevant B-roll and contextual details; and planning for the possibility that a single interview may support multiple stories or communications products. The selected contractor's role is to provide the strongest possible raw material for that work.

3. Photography and Visual Documentation

Photography should be technically strong, thoughtful, and grounded in the dignity and agency of the people represented. The contractor should work comfortably in community settings and capture candid documentary photographs, portraits, environmental images, and details that help communicate a fuller story. Springboard values visual storytelling that feels human and specific, avoids stereotypes, and reflects the complexity and strengths of the communities with whom we work.

The contractor will deliver high-resolution edited photographs in an agreed format and within a timeline established for each assignment. The proposal should describe the approach to selecting and editing photographs and the anticipated delivery schedule.

4. Video Source Material

The video portion of this engagement is primarily focused on production and source capture rather than ongoing editing. The contractor will record interview footage, event footage, B-roll, and other agreed material using professional equipment and production practices. Audio quality is especially important for interviews and recorded conversations.

The contractor should deliver organized raw/source footage and audio, along with agreed camera files or related assets needed by Springboard's communications lead. Please distinguish what is included in the proposed fee from optional editing or post-production services. Social media management, social media strategy, content calendar management, social posting, ongoing video editing, reel production, caption writing, graphic design, and copywriting are outside the core scope of this RFP.

5. Collaboration and Planning

The selected contractor will partner with Springboard's communications lead to plan assignments, identify priority stories and interview subjects, coordinate logistics, and ensure production aligns with Springboard's broader communications needs. The contractor should be collaborative, responsive, organized, and comfortable contributing creative ideas. We are looking for a partner who brings professional

judgment and perspective while remaining attentive to the organization's goals and the people whose stories are being documented.

The anticipated scope includes local travel within the Jackson, Mississippi, metropolitan area. Any travel or production expenses outside the agreed scope must be discussed and approved in advance.

6. File Delivery and Visual Archive

A central goal of this partnership is to build a useful visual archive for Springboard. Deliver files through a mutually agreed digital storage system and organize them by event, date, project, or interview subject, with clear file names and folders. Deliverables should include high-resolution edited photographs and agreed raw/source video and audio files. The contractor should describe file-management and backup practices and confirm how long backup copies will be retained.

Springboard should have ongoing access to commissioned source materials. Applicants should identify any limitations, licensing conditions, or additional costs associated with file access, storage, or future use.

7. Ownership and Usage

Springboard anticipates using commissioned photography, video, and audio across organizational communications, including its website, social media, email, fundraising materials, annual reports, presentations, grant communications, media relations, digital and print publications, internal communications, and future campaigns. The final agreement will establish ownership and usage rights. Applicants should clearly describe the rights included in their proposed fee and disclose any restrictions or additional licensing costs.

Who We Are Looking For

We are looking for an experienced photographer and videographer with a strong portfolio, sound technical skills, and a thoughtful approach to documentary and interview-based storytelling. Experience working with nonprofits, community-based organizations, families, or mission-driven institutions is valuable, as is the

ability to work respectfully with people in a range of settings. Applicants should demonstrate reliability, good communication, strong file-management practices, and the capacity to meet the needs of a year-long engagement.

We are looking for a creative partner who will bring their own perspective to the work. Most importantly, we want someone who can see the story. The right partner will bring more than a camera: they will understand how images, sound, and small human details can help people understand the meaning and impact of Springboard's work.

What to Submit

Interested applicants should submit a proposal that introduces their practice, describes relevant experience, and explains how they would approach this year-long partnership. Please include a portfolio with 10–15 representative photographs and links to 3–5 video examples. Samples should ideally include documentary or event photography, portraits, community storytelling, interview-based video, or work demonstrating strong audio and visual production. Please identify which samples are most similar to the work described in this RFP.

The proposal should also include a brief description of equipment and production capabilities for photography, video, lighting, and audio; the applicant's approach to planning and collaborating with Springboard's communications lead; availability to support four quarterly events and four dedicated production days; a proposed budget and payment structure; and at least three professional references. Applicants should identify assumptions, exclusions, or optional services that may affect the proposed fee.

Anticipated Contract and Budget

Springboard anticipates a year-long engagement covering four quarterly event assignments and four dedicated interview/storytelling production days. The target annual investment is \$27,000, equivalent to approximately \$2,250 per month. Applicants may propose an alternative pricing structure if it better reflects their approach, provided the proposal clearly identifies included services and any additional costs. Services outside the agreed scope will be discussed and negotiated separately before work begins.

Selection Process

Proposals will be reviewed based on the quality and relevance of work samples, photography and videography capabilities, approach

to storytelling, relevant experience, availability and capacity, and overall value. Work samples will carry the greatest weight. Springboard may invite finalists to discuss their approach and the organization's needs before making a final decision.

Anticipated Timeline

The engagement is intended to cover the 2027 calendar year, with assignments scheduled in coordination with Springboard's communications lead. Submission deadlines, anticipated selection dates, and the proposed start date will be communicated as part of the RFP release or directly to applicants.

Submission

Please submit a proposal, work samples or portfolio links, proposed budget, and at least three professional references to Springboard to Opportunities: **info@springboardto.org**. Questions about the opportunity may be directed to the same contact.

The Partnership We Hope to Build

Springboard wants to continue to build a visual library that does more than document activities. We want to capture the people, relationships, and moments that help others see what is possible when families and communities have the resources and opportunities they deserve. We value a partner who approaches this work with care, curiosity, creativity, and respect—and who understands that the strongest stories are often found in the details.