



Request for Proposals - Lobbyist Representation

Issue Date: July 17, 2026

Submission Deadline: August 7, 2026, 3 pm CST

Purpose

Habitat for Humanity of Illinois (Habitat Illinois) is soliciting proposals for professional services of a lobbyist in Springfield, Illinois to support our statewide advocacy efforts to

- 1) Build Habitat's capacity to advocate proactively for state legislation, funding, and policies that enable affiliates to increase households served;
- 2) Build Habitat's capacity to identify, evaluate, and rapidly respond to state legislative and policy developments affecting affiliates' ability to fulfill their mission; and
- 3) Position Habitat Illinois as a leader on housing issues in the state (when an issue arises, people in power turn to Habitat for input).

Background

Habitat Illinois is the Affiliate Support Organization (ASO) for the 32 Habitat for Humanity (HFH) affiliates in Illinois. We exist to strengthen the capacity of local Habitat affiliates so more families can access safe, affordable homeownership and critical home repair services in the communities they call home. Through advocacy, training, resource development, strategic partnerships, and operational support, we help local Habitats expand their impact while preserving the trusted relationships they have built within their communities.

Our current organization is the result of a recent merger between Chicagoland Habitat for Humanity, which served affiliates in the Chicago metro area, and Habitat Illinois, which served the balance of the state. Chicagoland had four full-time and two part-time staff; Habitat Illinois was an all-volunteer organization. Chicagoland's employees now staff the combined organization, which is in Chicago.

Scope of Work

The lobbyist's work will be at the state level, which is Habitat Illinois' focus.

The lobbyist will be responsible for the following activities:

- Provide strategic advice and direction to Habitat Illinois leadership and Advocacy Committee to develop an annual state advocacy agenda.
- Identify and coordinate strategic meetings with state legislators, agency directors, coalitions, and other relevant stakeholders to advance our state agenda.
- Coordinate and accompany or represent Habitat to key legislators.
- Research and draft legislation and shepherd bills through the legislative process to achieve advocacy priorities.
- Identify funding opportunities that may arise from proposed or current legislation.
- Monitor and communicate state legislative and agency developments that directly or indirectly affect Habitat's work and recommend responses.



- Develop action steps to improve the visibility of Habitat with Illinois legislative and agency leadership.
- Assist in drafting statewide advocacy communications, such as affiliate action alerts, sign-on letters, testimony, and legislative position papers.
- Provide strategic guidance and support to the organization and execution of annual Habitat Capitol Day or other organized legislative outreach/visibility effort, including providing pre-event advocacy training for affiliates.
- Attend monthly Habitat Illinois Advocacy Committee meetings (generally virtual).
- Provide regular briefings on progress and opportunities.

The contract for services will be with Habitat Illinois, and the CEO of Habitat Illinois (or their designee) will be the lobbyist's point of contact.

Submission Requirements

Please email submissions by 3 pm CST on August 7, 2026, to Sarah Brachle Wagner, CEO, Habitat Illinois, sarah.wagner@habitatillinois.org.

Submission packages should be an email attachment and must include:

- 1) Contact name, phone number, mailing address, and email address.
- 2) Overview of firm.
- 3) Names, titles, and brief bios of staff who would be assigned to Habitat Illinois.
- 4) Description of experience with Illinois legislative process.
- 5) Description of proposed approach to fulfilling Scope of Work as outlined above.
- 6) Two examples of relevant efforts developing and advancing legislative agendas.
- 7) Yearly cost and proposed payment structure.
- 8) List of references.

Proposals must remain valid for a period of 60 days from the due date of August 7, 2026.

Questions

Applicants who have questions regarding the RFP can submit them via email to sarah.wagner@habitatillinois.org until 3 pm CST on July 31, 2026. Responses will be via email solely at the CEO's discretion. A written list of questions and responses will be emailed to applicants.

Selection Process

Habitat Illinois will review only written proposals received by 3 pm on August 7, 2026, and may ask respondents to submit supplemental information to facilitate evaluation of their proposals. The CEO and members of the Habitat Illinois Advocacy Committee may hold interviews with all or selected respondents and will make a recommendation to the Habitat Illinois Board of Directors for approval. We anticipate the selection and contract process to be completed by September 30, 2026. Habitat Illinois reserves the right, in its sole discretion, to select any number of proposals or not to select any proposals it may receive in response to this RFP.