

PROFESSIONAL CONTRACT

SUMMARY

Sweet Olive Design and Development Co. will work with Administration, Staff, and Board of Directors of Lycée Francais de la Nouvelle-Orléans (LFNO) to build and execute a comprehensive development plan. Sweet Olive will incorporate graphic design, fundraising, grant writing, web design, public relations and marketing to enhance and support LFNO's mission and meet the goals outlined in its charter.

WEB SITE DESIGN, DEVELOPMENT & MAINTENANCE

Sweet Olive will design and maintain an efficient, cutting edge web site that will reflect the quality of LFNO and serve as a continuously updated communication tool for parents, staff, students and the public.

- Maintain and update web site.
- Graphic design for web site.
- Maintain Constant Contact database.
- Design Emails/Newsletters and communicate with parents via Constant Contact.
- Ensure parent email addresses are updated on a regular basis, so parents receive emails from LFNO.

FUNDRAISING

Includes events, grants, corporate and individual donations

- Work with the Administration and Board of Directors to develop a fundraising strategy and set fundraising goals.
- Design, implement and manage all fundraising activities including events, annual giving, endowment and capital campaigns, special projects, and other school-related solicitations.
- Manage all strategies and activities for donor cultivation, solicitation, and relations.
- Maintain contact with and develop grant proposals for foundations and corporations.
- Match grants with LFNO programs to further mission, including extra and co-curricular activities, summer programs, computer lab, technology, competitive salaries, and library.

- Develop special projects such as: scholarship fund, recycling program, etc.
- Assist in developing and maintaining a climate and culture that is supportive and reinforces the school's mission and philosophy.
- Work with the Staff and Administration to bring national and international programs and visitors to enrich LFNO's curriculum.

TERMS

9 Month Contract - \$1500/month for nine months (October 2011- June 2012) with additional compensation provided in association with successful Grant acquisitions and applicable LFNO, Inc. Fundraising Events (ie. Fete de la Musique) on a case by case basis.

This 31st Day of October, 2011

Sweet Olive Design *R. Caron*

Sweet Olive Design *Maylatter*

Lycée Française de la Nouvelle-Orléans

Andre C. [Signature]

Lycée Française de la Nouvelle-Orléans

Thomas G. Bligh, Vice Chair