



Request for Proposals

Greater Gallatin Watershed Council - Coordination Contractor

Background: The Greater Gallatin Watershed Council (GGWC) collaborates with agricultural, recreational, and community partners to conserve and enhance our water resources. The watershed is located in Gallatin County, Montana. This contract is funded by the GGWC and is dependent on the availability of funding. GGWC will be the contract administrator.

This contract has the capability of growing into a full-time position. If you have the drive and ambition, meet performance expectations, and develop the funding for this contracted, temporary position has the potential to expand to a full-time, executive director position.

Scope of work: the contractor will be responsible for:

- Fundraise to support the goals and mission of GGWC
- Deliver education and outreach activities and public events
- Coordinate contracts and grants
- Provide organizational support to the board of directors

Task 1: Development; 50%

Secure both private and public funds. Work with the development committee to build GGWC capacity by increasing fundraising efforts and securing new funding sources (e.g. grants, donor cultivation, partnerships, etc.), assist in the coordination of donor events and fundraisers, and collaborate with other organizations to advance strategic project partnerships.

Deliverables:

Annually secure \$50,000 in private funding. Maintain a private donor database, plan fundraising events in conjunction with annual events and/or stand-alone events, raise funds for volunteer water quality monitoring program, write capacity building and project specific grants, and prepare and send annual 'end of year' donor letters.

Task 2: Education & Outreach; 20%

Plan, organize, and publicize GGWC events in coordination with the education & outreach committee, regularly maintain and update GGWC website and Facebook pages, conduct monthly outreach to organizations and agencies as determined by GGWC strategic direction, collaborate with other organizations to advance education and outreach efforts as determined by GGWC strategic direction, and coordinate stream teams volunteer water quality monitoring program in conjunction with Gallatin Local Water Quality District (GLWQD) personnel.

Deliverables:

Plan, organize and publicize GGWC fall tour event to be held yearly in October; plan, organize, and publicize GGWC annual meeting to be held yearly in January; develop monthly newsletters, regular Facebook posts, and website content updates; and plan, organize and publicize with GLWQD the Stream Teams volunteer water quality monitoring program.

Task 3: Coordinate Grant and Contract Deliverables; 20%

Coordinates the completion of all grant and contract tasks and deliverables. Coordinates, compiles and presents to the Board of Directors: invoicing, reporting, and status updates.

Deliverables:

Report to Board of Directors the tracking and completion of grant and contract tasks, reporting and invoicing.

Task 4: Nonprofit Administration; 10%

Provide organizational and administrative support to the Board of Directors, serve as primary point of contact for GGWC, respond to all email and general phone inquiries in a timely fashion, attend monthly board meeting, and maintain and update GGWC mailing list.

Deliverables:

Prepare monthly board meeting agenda one week in advance of the meeting and coordinate with board chair on agenda items, compile monthly board meeting notes within three days of the meeting and distribute to board members, and report on significant communications.

Contract terms: This agreement is anticipated to begin March 1, 2017. This contract will undergo a task, funding and progress review on a 6-month basis.

Contractor requirements

Required:

- Committed to GGWC's mission, vision, core principles, and values
- Passion for watershed health, communities, and ecosystems
- Proven fundraising, including grant proposal writing and individual donor fundraising
- Experience with grant and contract coordination, reporting, and invoicing
- Experience with developing and leading education and outreach activities
- Comfort with a dynamic work environment requiring problem solving and innovation.
- Contractor will provide own vehicle, computer, and other equipment necessary to complete this contract
- Contractor will have valid driver's license, current insurance, and access to private vehicle
- All data, products, and information will be the property of GGWC

Preferred:

- Experience working and supporting a board of directors
- Knowledge of western watersheds and issues

Proposal:

1. Provide a cover letter expressing your interest in the contract
2. Provide a resume with relevant experience that demonstrates your ability to perform the work outlined in this RFP; including demonstrating your fundraising history
3. Provide your proposed hourly rate

Please submit proposals via email to: greatergallatininfo@gmail.com and include "watershed contractor" and your name in the subject line. Proposal materials received by **March 1, 2017** will be guaranteed full consideration. Applications received after 3/1/2017 may be considered.