



Request for Quotes Development Consultant

Clackamas Workforce Partnership (CWP) is a 501(c)(3) nonprofit organization which advocates for workforce development within Clackamas County and the State of Oregon. CWP brings private and public partners together in the workforce system to support the local workforce and meet the employment needs of businesses, while working to identify and remove barriers to successful, long-term employment.

Our Mission: Address critical workforce, educational, and training challenges, and develop a skilled workforce that meets the needs of businesses and strengthens the local economy of Clackamas County.

Our Vision: Clackamas County thrives with a skilled workforce that creates sustained economic prosperity for existing and new businesses.

Project Goals: Clackamas Workforce Partnership - Solutions Series

One of the four overarching goals of CWP's 2016-2020 Strategic Plan is that Clackamas County has the resources needed to support workforce development. To meet this goal CWP is seeking to create and launch a 12-part series titled "Clackamas Workforce Partnership - Solutions Series" The purpose of this event series is to provide monthly educational/professional development opportunities for the Clackamas area business community (primary audience) and local public partners (secondary audience) on topics related to workforce development and local resources available. Additionally, this series will help CWP generate funds through securing sponsorships, in kind donations, ticket sales, etc. To this end, we intend to contract with an Event Planner to assist us with this process. The budgeted amount for this contract during this program year will encompass approximately 80 hours of work over no less than 6 months with an option to extend.

Services/Deliverables:

- Collaborates with CWP Executive Director, Board of Directors, Resource Advisory Group, and staff to develop the CWP Solutions Series.

- Helps position and provide support to Clackamas Workforce Partnership to successfully launch and sustain the CWP Solutions Series.
- Supports CWP to create a clear marketing message to brand and raises awareness of the Solutions Series.
- Coordinates and administers this monthly event including securing sponsors and speakers, creating event materials, event registration, event promotion, and other identified scope of work required to successfully execute this project and generate funds.
- Works with CWP and affiliated organizations to engage diverse audiences through targeted, community-specific outreach to business owners, private employers, and executive-level leadership, which includes people of varied experiences, backgrounds, affiliations, and abilities.

Requirements:

- **Development/Fundraising:** Proven success in development for nonprofits. Experience with the creation and implementation of successful fund-raising events that include multiple funding channels.
- **Collaboration:** Effective at working with multiple stakeholders including staff, board, and community stakeholders to identify and create effective plans.
- **Facilitation:** Experience facilitating processes with nonprofit organizations.
- **Experience:** must have experience in event planning; background in economic development, workforce development, and organizational management preferred but not required.
- Experience working with diverse communities/stakeholders in an inclusive decision-making process

Submission requirements:

- Provide a description of your firm or organization, including areas of expertise.
- Provide a description of the theories and/or values which guide your approach to this work.
- Describe your understanding and process for the successful development of fund-raising events and generate revenue.
- Discuss your ability to work with a broad range of partners and businesses with differing and sometimes conflicting approaches`.
- Discuss you and/or your organization's understanding of diversity, equity, inclusion, and accessibility (DEIA), and how these concepts are integrated into your work
- Budget, with costs broken down into specific categories, including:
 - Hourly rate for facilitation and preparation work
 - Other categories as needed
- References
- Samples or examples of work
- Resume, CV, or other document which demonstrates your qualifications

Submission information:

- Submissions are due no later than 12 pm, Pacific Daylight Time, Wednesday, February 6, 2019
- Quotes must be submitted electronically to Amanda Amato, Executive Assistant at amanda.amato@clackamasworkforce.org
- Women, people of color, LGBTQ+, people with disabilities, veterans, and non-native English speakers are encouraged to apply

Timeline:

- Interviews will be held February 20, 2019
- Work will begin the end of February and conclude 6 months thereafter.