



## Request for Proposals

**Organization:** The Central Appalachian Network | [www.cannetwork.org](http://www.cannetwork.org)

**Contact:** Thomas Watson, Network Manager | [thomas@ruralsupportpartners.com](mailto:thomas@ruralsupportpartners.com)

**RFP and Application Submission Deadline:** August 12, 2022

The Central Appalachian Network (CAN) seeks qualified candidates for two exciting positions. Each position will be critical to helping the Network advance into its next phase of development. We welcome and encourage one proposal for both positions or a proposal for either position individually. Both positions will be fully remote with expectations for minimal travel mainly within the Central Appalachian region.

### **Position Description I: Network Organizational Development Consultant**

**Description of position I:** The Central Appalachian Network (CAN) seeks assistance from a seasoned network consultant to help facilitate the build-out of CAN's next phase of development. CAN seeks to be a more equitable, accessible, democratic, and member-driven network by decentralizing the network structure and centering more decision-making power in the Network's four working groups. The consultant will solicit input and guidance from Network members and work with Network leadership to facilitate the development of CAN's new management structure. The estimated length of engagement is September 2022 through January 2023. See position details below.

### **Position Description II: Network Coordinator**

**Description of position II:** CAN seeks an experienced consultant to serve the role of Network Coordinator to provide communications support, facilitation of meetings, and project and process management. The current term of this contract is from September 2022 until April 30, 2023 with the potential opportunity to continue in the role after April 30, 2023. See the full position description below.

## Central Appalachian Network Overview

CAN is a 30-year-old Network working **to advance the equitable, just, and sustainable economic transition of Central Appalachia** by connecting regional organizations and community-based practitioners; synergizing their efforts to develop and grow key economic sectors; and maximizing the impact of their collective work to create resilient, diverse, and inclusive communities throughout our region. We do this work in Central Appalachia, a region comprising 150 counties throughout Kentucky, Ohio, Tennessee, Virginia, and West Virginia.

The Network is composed of community economic development practitioners representing over 100 nonprofit organizations. A group of nine regional anchor organizations makes up the Network Steering Committee and the Network is organized into four working groups focused on advancing sustainable economic sectors including food and agricultural systems, clean energy, reuse, and downtown revitalization. After an almost 30-year history of being a loosely organized Network, CAN has entered an exciting new phase which will define a membership structure and build out a more decentralized, equitable, and democratic Network management structure. Find more information about CAN at [www.cannetwork.org](http://www.cannetwork.org).



## Network Consultant Position Description

CAN seeks an experienced network development consultant with the following attributes:

- Experienced in network planning and development
- Knowledge of decentralized, equitable, democratic network structures
- Experience in guiding networks through restructuring processes
- An understanding of Central Appalachia and of community economic development
- A commitment to equity and experience working with diverse stakeholders

### Scope of Work:

The scope below outlines a general framework for our network development needs:

- **Goals:**
  - Engage Network members on their vision for CAN's future work and structure
  - Facilitate a planning and restructuring process with Network leadership
  - Inform the policies, procedures, and practices necessary to uphold the updated network structure
- **Core Work:**
  - Network member survey and data analysis
  - Series of focus groups engaging Network Working Group leadership and members
  - Research on decentralized, equitable, democratic network structures
  - Facilitation of one or more planning retreats with Network leadership to review member data and develop CAN's future management structure
  - Provide support and guidance to CAN's Leadership, which comprises a Steering Committee and Working Group Chairs, to build out CAN's new structure
  - Help inform Network guidelines/policies/practices for the Central Appalachian Network based on the new structure – led by a subcommittee of the Steering Committee
- **Notes:**
  - Parallel to network restructuring, a DEI consultant will conduct an equity audit of the Network and can serve as a thought-partner to the network development consultant concerning a decentralized, equitable, and democratic structure for the network

**Budget & Timeline:** \$25,000 - \$35,000 with an estimated timeline of September 2022 thru January 2023

**Project Guidance:** The main contact is Thomas Watson, Network Manager. Project overview and guidance is provided by the [Steering Committee of the Central Appalachian Network](#).

**Proposals and Selection Criteria:** Consultant proposals should present a general overview of the process and timeline for carrying out the scope of work, a brief description of the philosophy and/or values that ground your work, a budget, and references. We will evaluate proposals based on the feasibility of the timeline, experience in network development and coordination, and references. We will give special priority to applicants within the Central Appalachian region and to applicants who are part of historically marginalized communities.

**Submission:** The deadline for proposals is no later than 5:00 pm EDT on **August 12, 2022**. Submit proposals in PDF format to [thomas@ruralsupportpartners.com](mailto:thomas@ruralsupportpartners.com) using the subject line: Network OD Proposal [YOUR NAME].

The Central Appalachian Network highly encourages consultants who are or identify as BIPOC, neurodivergent, LGBTQIA+, disabled, and/or who are or identify as otherwise marginalized to return a proposal.



## Network Coordinator Position Description

### Network Coordinator Responsibilities

The Network Coordinator has significant coordination responsibilities across the Central Appalachian Network, which will include, but are not be limited to:

- Schedule and coordinate Steering Committee and Working Group meetings, Internal Committee (i.e. Fundraising, Executive, Finance, etc.) agenda planning coordination and support, facilitation support, taking detailed and accurate notes, follow-up on meetings
- Coordination of Network-wide projects and Network communications (internal and external)
- Maintain and monitor Network work plans, schedules, and task lists
- Provide problem-solving support and other general support to the CAN Committees and Working Groups
- Provide project support, research, and material development to CAN Committees and Working Groups
- Event planning including the coordination of planning teams, organizing event logistics and event execution
- Contract and contractor tracking and coordination
- Performing administrative duties – maintain contact lists, shared folders, data, etc.
- Provide administrative and coordination support for CAN's small grants program and fundraising efforts

### Network Coordinator Qualifications

The ideal candidate will have many of the following characteristics:

- A grounded commitment to advancing an equitable, just, and sustainable transition in Central Appalachia
- A strong commitment to excellence and accountability in one's work, impact, and collaboration
- Confidence that is balanced with humility, flexibility, and a sense of humor
- A calm, professional demeanor in situations that may be challenging or stressful

The ideal candidate will have many of the following experiences and skills:

- Two years of experience with project management and meeting coordination processes and tools
- One year of experience working with a community economic development and/or equity-driven non-profit organization in the Appalachian region
- Skills and experience with Google Workspace, Zoom, Doodle Polls, and other productivity tools
- Strong organizational and administrative skills, which include time and stress management, project planning and prioritization, and problem-solving
- Excellent written and verbal communication skills, including experience in concisely writing in multiple styles for multiple audiences
- Interpersonal communication skills and ability to engage with a diverse group of nonprofit leaders
- Experience and comfort with working remotely with a collaborative team and also independently
- Strong collaboration, teamwork, and group decision-making skills
- Ability and desire to engage in personal reflection and a dedicated focus on personal and professional development, both individually and with a team



**Travel:** The position is fully remote but the responsibilities of the Network Coordinator may require some travel; therefore, it is necessary that candidates have the willingness, capacity, and physical health for overnight travel within and outside of the region.

**Length of Contract:** The current term of this contract is from **September 2022 until April 30, 2023** with the potential opportunity to continue in the role after April 30, 2023.

**Compensation:** The consultant will be asked to sign a 7-8 month contract for a total fee of between \$50,000 to \$60,000 for approximately 25-30 hours per week over the contracted period. The consultant is responsible for all taxes.

**Applications:** The deadline for proposals is no later than 5:00 pm EST on **August 12, 2022**. Email your resume, cover letter, and 3 professional references in PDF format to [thomas@ruralsupportpartners.com](mailto:thomas@ruralsupportpartners.com) with the subject line “[FULL NAME] – Network Coordinator Application”)

### Decision-Making Process & Timeline

August 12, 2022	Proposals and applications due
Mid-Late August	Interviews with selected applicants
Early September	Decision made, after which the collaborative process will unfold to refine the scope of work, creative vision, work plan, timeline, and deliverables

**Non-Discrimination Policy:** CAN is committed to the principle of equity in employment and programming. We do not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, gender expression, gender identity, or veteran status in its hiring practices, programs, services, or activities. **All are encouraged to apply.**