

REQUEST FOR PROPOSALS (RFP)

EXECUTIVE COORDINATOR



The Oregon Conservation Education & Assistance Network is seeking proposals from qualified contractors to perform the role of Executive Coordinator for the organization.

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1. PURPOSE OF RFP

The Oregon Conservation Education & Assistance Network (OCEAN) is seeking a motivated, professional Executive Coordinator (EC) to be the face of our organization who will help develop, coordinate and provide trainings for Federal planning certification to Soil & Water Conservation District (SWCD) and Watershed Council (WSC) employees in Oregon who participate in implementation of USDA Farm Bill Programs. Additionally, this EC will provide support and direction to our Board of Directors and interact with an enthusiastic and incredible conservation community.

2. ORGANIZATION INFORMATION

Founded in 1992, OCEAN is a 501c3 non-profit membership organization that aids in capacity building, education, and professional development opportunities of Conservation District employees, and natural resource planning professionals across the state of Oregon. While our focus is on our members, the application of our services include all our partners in conservation.

OCEAN's strategic goals are to:

- be the authority for training and conservation technology delivery
- build bridges between Districts and others to improve conservation effectiveness
- have the organizational knowledge to be self-sustaining
- enlist members that are actively involved in the organization because of our mission

OCEAN delivers conservation based technical training, professional development, education, assistance, and networking opportunities to 180+ conservation district employees in Oregon. The CONNECT Conference is currently OCEAN's main endeavor which provides attendees with two full days of technical training built around feedback received from the attendees themselves. This well-attended event provides a depth of training and partnership opportunities that was previously unavailable to district employees on a statewide scale.

Our voting membership is composed of SWCD employees throughout Oregon. OCEAN has an 11-member board of representatives, drawing a member from each of five regions and includes six At-Large representatives whom are divided evenly between Eastern and Western regions.

3. POSITION DESCRIPTION

The selected respondent will enter into a contract with OCEAN to implement the requirements and manage a contract OCEAN holds with the Natural Resources Conservation Service (NRCS) focused on training and tracking of Certified Conservation Planners statewide. This person will also be providing some general OCEAN Board management functions.

Principle Responsibilities

Implementation of NRCS Training Contract (60% of duties)

- Develop and maintain relationships with necessary staff of NRCS (Basin Team Leads), SWCD and partners to identify training needs of individuals across Oregon.

- Act as a liaison between OCEAN, the NRCS, conservation district staff and partners participating in implementation of Farm Bill programs.
- Develop, administer, and coordinate training for:
 - Conservation Planning Certification,
 - Job Approval Authority (JAA)
 - Technicians implementing Conservation Reserve Enhancement Program (“CREP”) practices
- Develop NRCS grants and agreements consultation services for SWCD, Watershed Council, and Land Trust staff.
- Assist with development of highlighting NRCS or Partner/Collaboration Success stories.

Communication and Representation (40% of duties)

- Coordinate meetings of the Board of Directors and Committees.
- Provide support for OCEAN meetings, and functions of the board and its committees.
- Communicate regularly with the Board and membership regarding association-related initiatives
- Oversee organizational programs and outreach efforts.
- Maintain and update OCEAN’s budget in coordination with OCEAN Treasurer as needed.
- Assist with CONNECT Training Conference preparation.
- Manage grants and agreements.
- Represent the organization in meetings with partners and members, and perform other tasks as needed.
- Represent OCEAN’s interests to create opportunities and fulfill responsibilities of the OWEB-funded Core Partnership (OACD, NOWC, OCEAN and COLT).
- Coordinate with the Oregon Association of Conservation Districts (OACD) & National Conservation Districts Employees Association (NCDEA) as needed or required.

Staff Management

- This position has no supervisory requirements, but this individual will be required to work with an Assistant Coordinator throughout the term of the contract.
- The selected individual will report to the OCEAN President (or other Board appointed Board Member) for day to day operation guidance and to prioritize work, and will serve on behalf of the OCEAN Board.

Other Position Detail

- This contract will require 1 FTE to fulfill.
- Funding for this contract is expected to last through 2024.

Performance Review

- Evaluations will be made at six and twelve months of the first year, otherwise performance will be evaluated annually or at the OCEAN Boards discretion.

4. QUALIFICATIONS

EXPERIENCE:

- Three or more years of management or program leadership **OR** three years of natural resources management planning.

ADDITIONAL REQUIREMENTS:

- Demonstrated organizational and project management skills.
- Minimum 3 yrs working with natural resource management professionals
- Demonstrated experience managing volunteer teams
- Demonstrated experience managing budgets
- Energetic, innovative, creative self-starter
- Demonstrated problem solver and results oriented
- Able to work well under pressure
- Ability to work cooperatively with others
- Ability to oversee the work of others, establish deadlines and tasks for others
- Ability to prioritize tasks and manage multiple projects simultaneously
- Demonstrated proficiency with Microsoft suite of software, GoogleSuite, Adobe Creative Suite is preferred as well.
- Preference will be given to candidates who:
 - Possess current knowledge of NRCS Certified Conservation Planner requirements.
 - Has a familiarity with natural resources management.
 - Have experience working with a Board of Directors.
 - Hold a Bachelors in Biological Sciences, Natural Resources Management, Public or Business Administration, or closely related field.

5. SCOPE OF WORK

- a. Responsible for implementing all facets of the NRCS Technical Assistance contract. This includes tracking, monitoring and follow up on the progress of deliverables; tracking action items and strategies that emerge from the Board; collection, preparation and distribution of appropriate materials; initiation of subsequent follow up meetings; and communication to key stakeholders.
- b. Ensures that the Board is prepared and in possession of materials and information required for all meetings.
- c. Carryout OCEAN Board decisions.
- d. Create, manage and reconcile event budgets, expenses and timelines. Adhere to project timelines and budget guidelines.

6. JOB LOCATION & SCHEDULE

LOCATION:

- a. There is no established office for this contract.

- b. Contractor must be available for frequent meetings in the Willamette Valley (Portland to Eugene).
- c. Travel to other areas of Oregon will be required on a case by case basis as well. Travel expenses are reimbursed at the State of Oregon rate. Most activities will take place in and around the Willamette Valley, but statewide travel will be required at times to perform duties.

SCHEDULE:

- a. The contractor will set their own schedule and supply their own equipment (i.e. computer, cell phone, and other work equipment) needed to carry out the functions of this position.
- b. General work hours/days will be established with the Board of Directors for ease of communication and to establish deadlines.

7. CONTRACTOR REQUEST FOR PROPOSAL (RFP) RECEPTION

By responding to this RFP, the applicant assumes responsibility to fully understand the requirements of the RFP and will ask questions to ensure that understanding is gained. OCEAN reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any RFP response deemed to be in the best interests of OCEAN.

Acceptance of any RFP should not be construed as a contract or indicate any commitment on the part of the OCEAN for any future action. The RFP does not commit OCEAN to pay for any costs incurred in the submission of a response to this RFP or for any cost incurred prior to the execution of a contract.

8. STATUS

Contract

- \$36.00 per hour
- 1.9% increase after two years

9. PROJECT SCHEDULE

This schedule is based on our current guidelines but is subject to change:

- November 6, 2020 - RFP Delivered
- November 16, 2020: Last day for written questions to be received on the RFP
- November 20, 2020: RFP Closes at 4:00 pm Pacific Standard Time
- December 1, 2020: OCEAN evaluates responses
- December 14, 2020: Contract Awarded
- December 17, 2020: First OCEAN Board Meeting

Time Frame: As we are looking for the right candidate, this position will remain open until filled. The first round of assessments will start December 2nd 2020.

10. SELECTION

Selected respondents will be notified via phone/email of our selection to move forward with the RFP process.

11. RESPONDENT INFORMATION

All respondents must submit the following information:

- i. Resumé
- ii. List of relevant qualifications
- iii. Experience
- iv. References (3)

12. LICENSING REQUIREMENTS

- Applicants must provide proof of a valid state Driver's License and must remain licensed for the duration of the contract.

13. INSURANCE REQUIREMENTS

- Applicants will be required to provide proof of Automobile Liability Insurance in an amount not less than \$250,000 per person, \$500,000 per accident for bodily injury and property damage, including owned, hired and non-owned vehicle coverage.
- Applicants will also be required to provide proof of General Business Liability Coverage in an amount not less than \$250,000 aggregate, \$250,000 occurrence.

14. SEND PROPOSALS TO:

president@oceanconnect.org

Subject Line: RFP for OCEAN Executive Coordinator

Questions or clarifications regarding definitions or interpretations of this RFP must be submitted via email no later than COB on November 13, 2020.

The Oregon Conservation Education & Assistance Network does not discriminate against any person or group on the basis of race, color, national origin, age, disability, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, gender, religion, sexual orientation or veteran status.