



Background

The West Michigan Sustainable Business Forum (WMSBF) is seeking an independent contractor to provide a full range of administrative services & strategic/visionary leadership to a membership-based non-profit organization dedicated to the promotion and expansion of sustainable business practices in the West Michigan region and beyond.

Position

Contract Administrative Services Opportunity and RFP

Time Line

Contract intended to begin early August. Please submit resume and proposal, as defined below, by Monday, July 15, 2013, to:

Lisa Locke

WMSBF

P.O. Box 68696

Grand Rapids, MI 49516

Position Requirements

The position is a ½ time (20-25 hours/week) budgeted position with high expectations for administrative and board- directed pursuits of organizational growth, funding opportunities, and expanded administrative opportunities.

Performance expectations of the position on a regular basis are as follows:

- Serves as the primary public contact/ambassador for the organization. Contact includes registration and coordination of services for monthly meetings and special events, membership functions, community outreach and collaboration, and general information requests.
- Coordinates monthly meetings. Works with board president to develop agendas. Works with Programming Committee to identify presentation topics and speakers. Solicits sponsorships. Provides logistical support establishing meeting locations, arranging room set-ups and A/V needs, and lunch service. Schedules volunteers to staff registration table.
- Coordinates annual events such as scholarship competition, golf outing, and essay contest.
- Prepares and sends a minimum of twice-monthly e-newsletters.
- Updates the WordPress-based website with organizational structure, programming, and event information; educational tools and resources; committee activity; member directory changes, communications archives, etc.
- Provides staff support to the Board of Directors including preparing of monthly financial reports; developing meeting agendas for quarterly board meetings and scribing minutes; coordinating election functions, legal functions (tax returns, audits, insurance, bylaws review), and fundraising and development functions.
- Provides active support and guidance to committees, as needed.
- Writes, disseminates, and provides follow-up on press releases as necessary; maintaining and updating media contact information.
- Manages WMSBF presence on social media networks including Facebook, Twitter, and LinkedIn.
- Utilizing Quickbooks to manage day-to-day bookkeeping and accounting duties. Responsible for preparing and making banking deposits as needed.
- Coordinates internship program

Future performance expectations of the position on a regular basis are as follows:

- Develop and drive membership growth strategies
- Develop and drive strategies to expand earned media opportunities and raise public visibility
- Develop and foster local, regional and state-wide collaborations
- Investigate and pursue mission-related funding opportunities

Qualifications

- Strong communication skills – oral and written.
- Enthusiasm and ability to adapt to the changing needs that this position requires.
- Knowledge of sustainable business practices and triple-bottom-line thinking.
- Experience with website and newsletter programs (MailChimp & WordPress).
- Basic accounting experience, preferably using Quickbooks
- Volunteer coordination experience
- Event planning and management
- Established professional network preferred
- Fundraising/grant writing experience preferred

Written Request for Proposal

Briefly describe your particular qualifications/experience related to the position requirements:

- Understanding of Sustainable Business Practices & Triple Bottom Line Thinking
- Organizational administration
- Oral and written communication skills
- Public relations and community outreach
- Event planning
- Volunteer coordination
- Website/newsletter management
- Finance and accounting
- Social media
- Fundraising/grant writing

Briefly share preliminary thoughts on expanding the scope of this position and driving growth of the organization

- Member development
- Increased public relations and community outreach
- Fundraising
- Other

References

Please provide at least 4 references.