

## **COFIE Coordinator/Facilitator RFP**

Colorado Funders for Inclusiveness and Equity (COFIE) is seeking an experienced contract consultant for its 2017-2018 program year.

### **What is COFIE?**

COFIE is a cohort of staff members from funding organizations in the state of Colorado who are dedicated to the values of inclusiveness and equity. COFIE understands that we exist in a community rich in diversity, and we believe:

- That our community is strengthened when all of its members have access to equitable opportunities to thrive.
- That including the voices and viewpoints of grantees and their communities in decision-making increases the effectiveness of philanthropy.
- That the understanding and subsequent practice of inclusiveness and equity must be embraced on an individual, organizational, and global level in order to strengthen communities, and that progress is facilitated by peer to peer interaction.

COFIE hosts 12 sessions a year for members, including one book club session and one larger External Session, which nonmembers can attend. These sessions serve as a sector-building opportunity to educate funders about different social justice topics and their relevance to philanthropy. Members use COFIE as a professional development, educational, and networking space. After each session, they leave with action items and work toward increasing equity within the various philanthropic organizations they represent. While many organizations and individual members choose to contribute to COFIE, membership is free to any Colorado funding organization.

COFIE is seeking a contractor/consultant who possesses experience and has a proven track record in training and facilitation on diversity, inclusion and equity issues, as well as the ability to successfully coordinate all program logistics. The COFIE Coordinator/Facilitator will be responsible for helping to steward COFIE's long-term vision in addition to managing the day-to-day activities. The Coordinator/Facilitator will work closely with members of the Leadership Team.

Estimated hours: 15-17 hours/month

Contract Budget: \$ 10,000

### **Responsibilities include:**

- Work with Leadership Team to steward the COFIE vision
- Ongoing communication with COFIE members, i.e. upcoming meetings and events, special happenings in the community related to diversity, equity, and inclusion, etc.
- Develop, coordinate, and/or facilitate 2-hour monthly COFIE meetings, including developing agenda and materials, and taking notes

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- Coordinate annual external session which includes some degree of event planning, i.e. maintaining an RSVP list, coordinating event planning task team members, coordinating guest speakers, locating and securing a venue, working with a caterer and coordinating menu, coordinating materials, etc.
- Conduct quarterly orientations with new COFIE members
- Work with COFIE web expert to keep website current, posting meeting notes and materials, document and resource archival, etc.
- Coordinate guest speakers
- Outreach to specific COFIE members and relevant organizations to help the Leadership Team fundraiser
- Purchase and arrange snacks for meetings
- Manage budget
- Respond to inquiries from the COFIE website
- Evaluate program efficacy and make relevant changes in response to member input
- Manage relationships with COFIE members and partners

**Submission Requirements:**

Please submit a proposal no later than **Tuesday, August 22nd** to Becky at [bapowell@denverfoundation.org](mailto:bapowell@denverfoundation.org) and include the following information. Proposals should be in PDF format and should not exceed 3 pages.

- Name/Business Name
- Contact Information
- Overview of background and values including how this aligns with COFIE
- Relevant experience
- Work Plan
- Budget
- References