



Request for Proposals

Project Director - Virginia Early Childhood Funders Collaborative

Deadline for Responses: May 31, 2023

Introduction

The Virginia Early Childhood Funders Collaborative (VECFC) is a group of Virginia funders collectively leveraging philanthropic resources to engage, learn, promote, and sustainably develop best practices, innovation, and opportunities for early childhood success.

This group envisions Virginia's families with children (ages birth to five years old) have access to high quality early childhood care and education (ECCE) environments and experiences that support children's school readiness and their families' employment and self-sufficiency.

VECFC intends to deliver impact on a "triple bottom line:"

- ✓ School readiness for children
- ✓ Employment/educational success for parents
- ✓ Workforce and economic vitality across all Regions in Virginia

Purpose

The Collaborative is seeking a full-time (40 hours/week) contractor to serve as Project Director. The Project Director will act as staff to the group and will be guided by a Steering Committee. Following are initial responsibilities of the Project Director:

- Create and implement strategic direction by working with VECFC Co-Chairs, contracted consultants, and ECCE stakeholders.
- Facilitate goal-setting for the Collaborative and report progress toward those goals.
- Design and facilitate meetings of the Co-Chairs, Steering Committee, and Collaborative including circulating minutes/notes.
- Plan, design, and facilitate collaborative learning series securing guest speakers, etc.
- Collect and share the following with the Collaborative: literature, research, state and federal legislative or policy actions, and other events of interest to the early childhood grantmaking field.
- Manage administrative functions, including record keeping and expense tracking.
- Facilitate the connection of collaborative members to one another, and to relevant individuals and entities with common policy, research, funding, and advocacy priorities.
- Represent the collaborative at state-level meetings and state and national conferences.

Key Contract Deliverables

The Project Director will work with the Steering Committee to produce the following initial deliverables:

- Using the existing theory of change and hired research/content consultant, create strategic deliverables and goals for the Collaborative by September 2023 for the biennial legislative budget cycle based on funding and advocacy interests, as well as needs in the field.
- Create, maintain, and update an inventory of prenatal to 5 private and philanthropic funders in Virginia.
- Plan/implement/facilitate quarterly knowledge-sharing and networking meetings of the Steering Committee members
- Schedule monthly Co-Chair meetings
- Schedule two collaborative meetings each year
- Create a catalogue of relevant resources and information for collaborative members.
- Coordinate aligned funding opportunities
- Help support the launch of affinity funding groups and search for additional consultant support as needed

Key Skills and Qualifications

The Collaborative is seeking an individual with the experience and professionalism required to coordinate and manage a diverse group of foundation executives, while also managing the logistical and administrative details associated with meeting and program planning. Key qualifications and skills include:

- 7 or more years of relevant working experience required, including working in collaboratives or coordinating multiple and diverse stakeholders
- Experience with the early childhood and philanthropic sectors is a plus
- Strategic, systems thinker
- Innovative and energetic
- Ability to collaborate with and manage diverse stakeholders
- Ability to synthesize multiple views into a process
- Proven project management expertise, including management of administrative/logistical details.
- Convening and group/meeting-facilitation skills.
- Strong communication skills: Written/oral/presentation, as well as data collection/dissemination/storage.
- General understanding of the early childhood landscape (key systems and players) is preferred.
- Ability to nimbly manage the demands of a fast paced and highly productive workplace
- Demonstrated ability to work as part of a team

Fee

A maximum of \$125,000 is budgeted for this engagement.

Term

The term for this engagement is July 1, 2023 through June 30, 2024, with the potential for continuation year by year.

Responses

Responses may be submitted to kathy@vecf.org no later than 5 pm on May 31, 2023. Interested contractors should submit the following items as part of their response, maximum 8 pages total:

- Cover letter outlining interest, capacity, and familiarity with early childhood funders collaboratives and the Virginia philanthropic landscape
- Track record of experience and expertise demonstrating capacity to achieve deliverables within grant term
- Statement of greatest potential opportunities and challenges with this engagement
- Proposed fee structure
- Bio/Overview of the contractor/organization
- 2-3 references familiar with similar contracted work

RFP Timeline

4/24/23	RFP is issued by Virginia Early Childhood Foundation on behalf of VECFC
5/1/23 and 5/5/23	30-minute information sessions available upon request to kathy@vecf.org to answer questions about the RFP and project
5/31/23	Responses due by 5 pm Eastern; submit to kathy@vecf.org
6/1/23-6/9/23	Review of proposals, follow-up interviews as needed
6/13/23	Notification of contract award
7/1/23	Engagement begins
6/30/24	Anticipated conclusion of the contract term, with possibility of extension

Questions?

Contact Kathy Glazer, President, Virginia Early Childhood Foundation on behalf of the VECFC at kathy@vecf.org or 804-358-8323 ext. 27.