

INVITATION TO SUBMIT PROPOSAL FOR SERVICES

Rise New Mexico is inviting you and/or your firm to submit a proposal for Director of Outreach Services.

All proposals must be in writing and delivered by mail to 2230 Phoenix Ave, #F, Albuquerque NM 87107 or by email to mail@risenewmexico.org. All proposals must be received by 5 p.m. on April 1st. All proposals shall be sealed and clearly labeled, "RISE Outreach Director."

Questions concerning this request should be directed to Kelly Fajardo at Kelly.Fajardo@gmail.com by.

1. BACKGROUND INFORMATION OF RISE NEW MEXICO.

RISE New Mexico is a non-partisan, not for profit 501(c)4 founded in 2017. We invite women to come together to share and discuss pro-business, conservative-based ideas while empowering participants to carry this message back to their communities. We encourage women to get involved with politics and policy at all levels.

The inaugural "New Mexico Conservative Women's Summit: A Red Shoe Affair" was established in 2017 out of a growing need to have more conversations about the role of women in business and leadership, and what the future of being a conservative female leader looks like.

In 2019 we hosted our first ever Campaign Academy where we trained and equipped women to get involved politically and to run for office.

2. SCOPE OF WORK

New Mexico Rise is seeking to contract with an individual to coordinate and strengthen relationship between our organization and the community. Job duties often include communicating information to the public or employees, organizing outreach campaigns, coordinating events, and budgeting. Qualifications include knowledge and understanding of public relations, marketing, and communications.

Candidate must be self-motivated, enthusiastic and community-driven to take on this exciting role. This position requires someone equipped with a positive attitude and readiness to be a team player. The winning proposal will work closely with the members of the board of New Mexico Rise.

3. BACKGROUND AND QUALIFICATIONS

In order to qualify for award of the Contract, the person assigned to provide services to New Mexico Rise must:

- Collaboratively develop and implement a comprehensive strategic plan to grow and deepen RISE's relationship throughout communities around the state of New Mexico with our current member agencies and partner organizations and identify areas for collaboration.
- Lead efforts to expand membership of RISE among community and pro-business organizations, and increase positioning of RISE among pro-business and conservative organizations
- Maintain a calendar of outreach activities, including community events, workshops, appearances and other communication opportunities with like-minded organizations for outreach and collaboration opportunities.
Prepare an annual budget for community outreach activities.
- Assist in the organization of special events, including networking events, annual summit donor/volunteer appreciation events and other fundraising initiatives.

4. REQUIRED INFORMATION

Please provide the following information for your response:

- The name and full contact information for you and/or your company.
- Please attach resumes of all of the individuals who would work on this contract.
- Highlight additional information, such as you/your team's particular experiences, training, and/or academic background(s) that may make you uniquely qualified for this position.
- Describe your background/experience with.
- List three client references and their contact information for which you or your team members have provided work similar to that described in this request for proposal.

5. FEE

- Total compensation equal to 10% of funds raised from the effective date of contract being signed and will be comprised of 12 successive months, with the first month starting on the effective date and the last month ending on the contract anniversary date.
- Base rate salary of \$1,000 month (GRT and all applicable taxes to be paid by contractor).