

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 email to amoore@kagnm.com. All proposals must be received by 5 p.m. on December 9th. Questions concerning this request should be directed to Andrea Moore at amoore@kagnm.com.

1. BACKGROUND AND VISION OF RISE NEW MEXICO.

New Mexico has a rich heritage of embracing diversity. RISE New Mexico believes that all voices must be heard and represented in the decisions that will determine our state's economic direction. We seek to unite, educate, and train New Mexico's next generation of women leaders so they can help to build a stronger New Mexico that creates more opportunities for everyone.

Our Vision: Rise New Mexico believes that the future of New Mexico will be built upon common ground. We reject extremism and divisiveness. We support inclusion and mutuality.

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

In 2020 we gained national recognition and was granted a grant to support center-right women across the country who are seeking public office. This will allow us to further our outreach to more women across the state.

2. DUTIES

- Coordinate and strengthen relationship between our organization and the community and act as a liaison between RISE and local chambers and organizations that share a common interest with RISE.
- Provide oversight and guidance to RISE programs and events; assist with coordination of volunteers for all RISE programs and events.
- Ensure legal filings are current in state of incorporation, including annual tax forms, and other forms while working with the RISE Accountant to ensure State and Federal compliance.
- Assist with development of annual budget with direction from the Board; development and maintenance of budgetary procedures in conjunction with the Board Treasurer.
- Provide assistance with implementation of RISE's mission and strategic planning.
- Assist the Board President in development of agendas, reports, and materials for meetings or conference calls.
- Assist and help coordinate with the Board improving name recognition of RISE in the public sector, while increasing policy and political influence of RISE.

3. BACKGROUND AND QUALIFICATIONS

- Strong writing and verbal communication skills.
- Willingness to travel to state and national meetings as approved by the Board.
- Strong organizational abilities including planning, delegating, program development, and task facilitation.
- Experience maintaining a presence with public and elected officials.
- Assist in the organization of special events, including networking events, annual summit donor/volunteer appreciation events and other fundraising initiatives.

4. COMPENSATION

- 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 \$2,000 month (GRT and all applicable taxes to be paid by contractor).