

Request for Proposals: Non-Profit Boot Camp Courses + Trainers

Overview

Do you have deep expertise and practical experience in an area of non-profit leadership, operations, and/or management?

Are you eager to share your knowledge and wisdom with your fellow food systems leaders across the US?

Then read on!

The Wallace Center is excited to announce that over the next year, the [Food Systems Leadership Network](#) will be hosting additional rounds of the Non-Profit Boot Camp (NPBC) eLearning series, a webinar training series focused on strengthening the organizational effectiveness of non-profit, community-based organizations. And we need trainers!!

We are seeking experienced and diverse FSLN members and friends with expertise in non-profit leadership, operations, and management **to design and deliver one or more eLearning courses in a topic area of their choice and provide coaching for participants following each course.**

Background Information

The Wallace Center's mission is to develop partnerships, pilot new ideas, and advance solutions to strengthen communities through resilient farming and food systems. The Wallace Center acts as a convener, facilitator, and network weaver to support the emerging chain of businesses and civic efforts making good food an everyday reality in every community. The Food Systems Leadership Network (FSLN) is a national community of practice coordinated by the Wallace Center that strengthens the leadership, management, and organizational effectiveness of non-profit, community-based organizations using food systems as a platform for positive social change in their communities.

The FSLN provides members with a variety of opportunities for peer-to-peer learning and support, resource sharing, organizational capacity building, and professional development. The Non-Profit Boot Camp eLearning series is one of the many services offered at no cost to FSLN members. [Learn more about the FSLN here.](#)

About the Non-Profit Boot Camp eLearning Series

The Non-Profit Boot Camp (NPBC) is an eLearning series focused on strengthening the organizational capacity and effectiveness of non-profit, community-based organizations working on food systems change. Courses are geared towards providing experienced practitioners with "intermediate" level trainings on topics specific to non-profit management and operations. The Spring 2018 NPBC Series occurred over the course of four months on the following topics: Demystifying Strategic Planning, Fundraising Fundamentals, Outcomes-Based HR, and Legal and Financial Essentials.

We are excited to continue this series and offer courses on additional topics of interest to FSLN member organizations. We are seeking experienced leaders and technical experts to help design and deliver the next iteration of the series. Need inspiration? [Check out the 2018 Spring Series here!](#)

Audience

The majority of participants for the NPBC series are current leaders and staff of non-profit, community-based food systems organizations. Some participants may be new to their positions; however, this NPBC series assumes that participants have at least a basic understanding of the content, are actively interfacing with the topic in their day to day work, and are seeking to deepen their understanding of the topic and gain tangible tools to support their practice and improve their organization's effectiveness.

Structure

As described above, the NPBC is an "intermediate level" eLearning series. Each course consists of three, 30-45-minute lessons focused on the nuts and bolts of a single topic.

Each lesson is delivered and recorded on the GoToWebinar platform. Immediately following the recorded webinar, trainers and participants transfer to the Zoom technology platform for a 45-minute "Office Hours" session where practitioners can ask questions and engage with the trainer on the delivered content. The webinar portion will be posted on the FSLN so members can watch the webinar after the initial recording.

Lessons and office hours occur on consecutive days (i.e. Tuesday, Wednesday, and Thursday) and at the end of the course, participants are eligible to apply for 1:1 coaching with the trainer (up to 12 sessions of 1 hour, 1:1 coaching will be provided). Based on a 30-minute lesson, lessons will likely occur from 3pm – 3:30pm EST and Office Hours from 3:30pm – 4:15pm EST, as the trainer's schedule allows.

Content

FSLN members have expressed interest in courses that will focus on a number of topics relevant to their work. Based on their input, potential course topics include, but are not limited to:

- Policy development and advocacy
- Strategic communications
- Knowledge management
- Project management
- Grants management
- Donor relations
- Stakeholder & community engagement
- Collective impact approaches
- Organizational culture and self-care
- Board development
- Monitoring and Evaluation
- Racial Equity and Inclusion

The above are suggested topics – do you have an additional topic around non-profit operations and management that you're passionate about and experienced in? Create a course and propose it!

*Please note that strategic planning, fundraising, human resources, and finance & accounting were topics covered in the Spring 2018 NPBC Series and will not be repeated.

Program Duration

The next series of Non-Profit Boot Camp will occur between January 2019 and June 2019, however we are accepting proposals for courses to be offered throughout 2019.

Commitment Expectations and Compensation

Course trainers will design and deliver webinars, conduct office hours, and provide one on one coaching in the described format. Each trainer will conduct one set of webinars (three lessons) and follow up on their proposed topic.

The Trainer:

The trainer will dedicate a total of 35 hours to the NPBC series:

- Provide course outline and description
- Participate in practice session
- Design and deliver three, 30-minute lessons
- Participate in three, 45-minute group office hours
- Provide supplemental resources, documents, tools, and templates to support learning
- Work with specific NPBC participants to schedule and provide up to 12 hours of 1:1 coaching support
- It is anticipated that on the day of the lessons, the trainer will dedicate 2 full hours to each NPBC lesson:
 - Pre-webinar check-in and technology overview (2:30pm – 3pm EST)
 - Delivery of lesson (3pm – 3:30pm EST)
 - Office Hours (3:30pm – 4:15pm EST)
 - Post-webinar debrief (4:15pm – 4:30pm EST)

The trainer will be compensated at a rate of \$100 per hour, for up to 35 hours of training and payment will be made upon receipt of final deliverables.

The Wallace Center:

In support of the Non-Profit Boot Camp series, the Wallace Center will:

- Promote the series
- Schedule and host all webinars and office hours (utilizing GoToWebinar and Zoom technologies)
- Host a webinar practice run-through
- Manage registration
- Manage course evaluations
- Manage the applications for the 1:1 coaching

Application Requirements

In your response to the RFP, please provide the Wallace Center with the following information:

- Resume
- Cover letter specifying why you are interested in and uniquely suited to deliver the proposed course (no more than 1 page)
- Overview of the course you are proposing, including:
 - Course Topic and Description (3-5 sentences)
 - Lesson content/topics for each of three lessons (1-2 sentences)
 - Related resources/tools/templates for each lesson (optional)
 - Suggested lesson duration (30 or 45 minutes)
- Sample of prior, relevant work (optional)
- 1-2 References (name, contact information, relationship)

Please note that each proposal must be for a specific course (one topic); you may submit multiple applications for multiple course topics.

Trainer Qualifications

- Applicants may apply as an individual or as part of team. If applying as a team or organization, please introduce all trainers, their expertise, and their role in delivering the proposed course in the cover letter
- Applicants can be boots on the ground practitioners or consultants
- Applicants must have experience working in/with non-profit, community-based organizations working in the food system
- Applicants must have demonstrated experience in the topic they are proposing

The Wallace Center is committed to elevating the voices and expertise of leaders of color, Native Americans, and other historically disinvested communities and encourage these individuals to apply for this opportunity.

Application Timeline

Applications will be accepted through October 31, 2018.

Please send your application to Annalina.kazickas@winrock.org with “NPBC Proposal” in the Subject line.

Decisions will be made by November 15, 2018.

Course scheduling will happen soon thereafter.

Questions? Contact us:

Annalina Kazickas, Program Associate,

The Wallace Center

Annalina.kazickas@winrock.org