

- Request for Proposal -

Local First Project Manager

The Sustainability Alliance wishes to contract with a Local First Project Manager. The Manager will work with a steering committee comprised of Alliance members and local business owners to produce an educational coupon book promoting locally-owned, independent businesses in La Plata County. This "Be Local" coupon book is the first step in creating a new independent business organization called LOCAL (La Plata Organizations Cooperatively Advocating Local).

Key deliverables as part of the contract will include:

- Sale of promotional space within the coupon book for at least 120 coupons
- Recruitment of independent business organization members
- Recruitment of public partners
- Coordinating fundraising efforts
- Organizing and compiling content sections for the coupon book
- Administrative management for the design and production of the coupon book
- Administrative management for the distribution and sale of the coupon book
- Publicity and promotion of the book and the LOCAL project through events, press, and the use of printed and electronic media.
- Management of the forthcoming LOCAL website
- Provision of regular updates to LOCAL members

We anticipate the Manager will be able to complete these tasks working roughly half-time for six months. A project timeline will be development upon hiring.

Desired Qualifications:

- Passion for community-building and supporting locally-owned, independent businesses
- Relationships with business owners and organizations representing the diversity of La Plata County
- Experience with sales and financial management
- Experience with launching new organizations and/or business ventures
- Knowledge of the concerns of independent business owners
- Strong communication skills
- Experience with community organizing and education
- Experience with marketing, graphic design, publicity, and public speaking desired, but not necessary

Compensation: Hourly rate and details of payment negotiable but total compensation shall not exceed \$9,000. The Manager will work as an independent contractor in close communication with the LOCAL Steering Committee. Approximate start date June 1, 2008.

What to Include in Proposal: Please send a cover letter, résumé or CV, and a proposal that specifically addresses the desired qualifications listed above to Marcus Renner, Fort Lewis College Environmental Center, 1000 Rim Drive, Durango, CO 81301 or email information to renner_m@fortlewis.edu.

Deadline: Proposals must be received by noon on Monday, May 19th