



Intertribal Timber Council

Request for Proposals (RFP): ITC National Native Conservation Network Grant Coordinator

Posting Date: February 21, 2025
Closing Date: February 28, 2025
Location: This is a remote position with opportunities for travel to attend the annual ITC National Indian Timber Symposium and other events as needed.

Overview: The Intertribal Timber Council (ITC) is seeking a contractor to provide multi-year project coordination, outreach, and administrative support services as the National Native Conservation Network Grant Coordinator. The contractor will work to ensure the effective delivery of ITC's obligations under the National Native Conservation Network Grant Agreement with the Natural Resources Conservation Service (NRCS) and the Intertribal Agriculture Council.

This role focuses on advancing conservation efforts in Indian Country, promoting NRCS programs, fostering strategic partnerships, supporting underserved communities, and enhancing climate-smart practices.

Objectives: The contractor will ensure the successful execution of the grant objectives, including:

- Building conservation partnerships to support tribal communities.
- Increasing tribal participation in NRCS programs.
- Promoting equity and access to conservation resources in underserved areas.
- Highlighting and sharing examples of successful conservation efforts in Indian Country.
- Supporting climate-smart conservation practices and sustainable land management.

Scope of Work: The contractor will report directly to the ITC Executive Director or Board Designee and will be responsible for the following key deliverables and responsibilities:

Key Responsibilities

1. Coordination and Program Delivery

- Coordinate ITC deliverables outlined in the National Native Conservation Network Grant Agreement, ensuring timely and high-quality outcomes.
- Assist in organizing and facilitating presentations, workshops, and breakout sessions at the annual ITC Symposium to promote NRCS programs.
- Assist in sharing NRCS opportunities and program information through ITC newsletters and email distributions.
- Assist in tracking, reporting, and evaluate program activities, including outreach efforts and participation metrics.

2. Outreach and Communication

- Develop and distribute outreach materials to tribal communities, including NRCS-specific newsletters if required, to engage tribal communities.
- Gather success stories and feedback from member tribes, incorporating insights into future program strategy development.
- Maintain regular communication with tribal stakeholders, NRCS staff, and partners to ensure alignment on deliverables.

3. **Partnership and Technical Assistance**

- Collaborate with NRCS staff to identify underserved communities and target outreach efforts.
- Provide technical assistance and support to tribes to enhance utilization of NRCS funding and programs.
- Highlight and share examples of successful conservation partnerships within Indian Country.

4. **Workshops and Training**

- Plan and deliver workshops on climate-smart conservation practices, leveraging successful tribal examples.
- Host workshops in underserved areas to improve awareness and access to NRCS programs.

5. **Monitoring and Reporting**

- Track and document progress toward ITC's grant deliverables, including funding allocation, participation rates, and conservation outcomes.
- Prepare detailed reports for ITC leadership and NRCS.

6. **Innovation and Systems Improvement**

- Identify and implement innovative strategies to expand the reach and impact of ITC's conservation efforts.
- Stay informed on emerging trends in conservation, climate resilience, and federal grant administration.

7. **Fiscal Management**

- Work with the ITC Executive Director to ensure adequate fiscal management of all grant requirements.
- Ensure proper documentation has been collected and disseminated for any reimbursable expenses under the program.
- Assist in tracking and managing budgets in alignment with grant guidelines and reporting requirements.

Qualifications: The contractor should possess the following qualifications:

- Proven experience in program coordination, community outreach, and project management, particularly within Indigenous or conservation-focused contexts.
- Strong understanding of NRCS programs and tribal conservation needs.
- Excellent written and verbal communication skills, with the ability to engage diverse audiences.
- Proficiency in data tracking, reporting, and evaluation tools.
- Ability to work independently, manage multiple priorities, and meet deadlines.

Deliverables: The contractor will provide the following:

- Detailed work plans and schedules for ITC deliverables.
- Outreach materials, including newsletters and success stories.
- Reports documenting program achievements, metrics, and outcomes.
- Comprehensive summaries of feedback and insights from tribal stakeholders.

Contract Period: This contract is **multi-year**, funded through the National Native Conservation Network Grant Agreement. Subject to availability of funding.

Compensation: Compensation will be determined based on the contractor's proposal and the project budget.

Evaluation: Proposals will be evaluated based on:

- Relevant experience and qualifications.
- Proposed approach and alignment with the Scope of Work.
- Cost-effectiveness of the proposal.
- Quality of references and past performance.

Proposal Requirements: Interested contractors must submit a proposal including:

1. Cover letter with contact information
2. Detailed resume or CV highlighting relevant experience
3. Tribal enrollment card, copy of the front and back, if applicable
4. References from previous contracts or projects of a similar scope
5. Proposed approach to fulfilling the Scope of Work
6. Cost proposal, including an hourly or project-based rate

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Submission of Proposals: Create one email attaching all required application documents and submit to intertribaltimbercouncil@gmail.com by the closing date. Incomplete or late applications will not be considered. PDF attachments are preferred. Google docs and screenshots (PNG or JPEG files) are not accepted.

Questions:

Intertribal Timber Council

Program Manager

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Email: intertribaltimbercouncil@gmail.com