Vermont Highway Safety Alliance, Inc
Request for Proposal (RFP)

Non-profit – Director/Board Development
New Position – 4/1/2021 to 9/30/2021
Application Deadline: March 5, 2021

Position Type: A six-month contract with the Vermont Highway Safety Alliance

General Job Description

The Vermont Highway Safety Alliance (VHSA) is soliciting competitive proposals for a contractor to develop, guide and plan programs with the VHSA at an exciting and pivotal moment. Working closely with a committed Board of Directors this individual (the contractor) will be responsible for supporting the leadership of the organization, guiding the execution of its strategic mission goals, and laying the groundwork for future success and the potential of expanding the VHSA to include a director position in the future. The individual will bring experience, organizational leadership, passion, and vision for the mission, while fostering a collaborative management style. The VHSA is a network of volunteer stakeholders representing private and public organizations working together to collect, share and use data to develop highway safety strategies that include road engineering and infrastructure, law enforcement and emergency medical services, and education and outreach.

If you would like more information about this position, please contact the VHSA via email: vermonthsa@gmail.com

Contract Term: The period of Contractor’s performance shall begin on or before April 1, 2021 and end on September 30, 2021

Application Deadline: 5:00 PM March 5th, 2021

Position Description:

A comprehensive set of skills and abilities are required for this exciting period of the organization’s development. The individual will collaborate with the Board of Directors and with the coordinator of the Vermont Strategic Highway Safety Plan to assist with strategies and actions to expand and strengthen the highway safety community and its stakeholders. The individual will be responsible for evaluating and guiding board to ensure ongoing best practices and work to expand resources to ensure the financial health of the organization.

Roles and responsibilities include:

- Guide the board of directors to ensure alignment of the mission with the organization’s work and activities. Provides technical assistance to the board as required.
- Collaborate with the board on strategies for the critical emphasis areas as defined by the Vermont Strategic Highway Safety Plan.
- Develop resources and strategies to ensure the financial health of the organization, including financial best practices.
- Direct and executes initiatives that leverage partnerships and stakeholders in highway safety to foster the organization’s collaborative mission and keep the VHSA an active
and visible organization in the community. This includes working with multiple state and federal agencies, as well as professional, civic, public, and private organizations, on various highway safety initiatives.

- Offer effective administration of operations to include communications and contact with VHSA members and the public at large, including speaking and presenting on behalf highway safety and the organization.
- Work with the Board and VHSA partners to plan, coordinate, implement and evaluate highway safety education events, sponsorships, media and marketing, and community outreach designed to fulfill the mission of working together to improve the safety of all Vermont road users.
- Provide oversight of best practices for the organization to ensure legal and sound operating procedures as per the guidance provided by the Vermont Office of the Attorney General on charitable nonprofit organizations in Vermont.
- Foster a system that encourages and mentors new board members.

**Qualifications:**

Superb relational and communications skills.

Demonstrated strong interpersonal and collaborative skills.

Knowledge of highway safety or transportation planning in the fields of enforcement, driver education, engineering, or emergency medical services preferred.

Record of transparent leadership with high integrity.

Knowledge of the regulations and laws that govern non-profit entities.

Strong organizational abilities including planning, program development and task facilitation.

Ability to convey a vision of the organization’s strategic future to the community, staff, volunteers, donors, and board directors, to include skills to motivate board members and stakeholders.

Experience in the organization and leadership of committees.

Ability to communicate in writing with a wide variety of audiences.

Knowledge of grants management principles and practices, including budgeting procedures.

Ability to work independently as well as collaboratively with a team of peers.

**Evaluation Criteria**

- History and potential of providing leadership and guidance for stakeholders to facilitate a collaboration towards the mission of the organization.

- Working knowledge of non-profit governance and the regulations for best practices in the nonprofit sector to include responsibilities and rights of board members.
• Experience in planning and development of initiatives that strengthen and expand an organizations goals, public presence, and engagement with public and private entities, and communities.

• Experience in fiduciary duty of care for nonprofits. Knowledge of regulations with regards to internal financial controls, regulatory filings, taxes, insurance, and funding sources, to include sponsorships, grants, donations, and gifts in-kind.

**Required Information**
To be considered responsive to this RFP, each Consultant shall conform to the following requirements:

SUBMIT THE FOLLOWING DOCUMENTS VIA EMAIL TO: vermonthsa@gmail.com

- Cover letter outlining your qualifications, potential, and experience relating to similar services with non-profits and/or related organizations.

- A brief example of your experience and qualifications to support your proficiency for key responsibilities listed above.

- Current resume.

**EDUCATION AND EXPERIENCE**

Education: High School degree or equivalent.

Experience: Experience at a professional level in non-profit management, transportation administration, public administration, project management, directorship, or equally pertinent field.

**Working Conditions**

Duties are performed independently as a contractor. Meetings and committee obligations requires participation in virtual meetings, travel to and from the Agency of Transportation Dill Building in Berlin Vermont, as well as event locations throughout the state.

**Compensation**

Payment for work under this contract will utilize an hourly rate schedule.

Commensurate with experience, not to exceed $42,000 for period of contractor’s performance.

For more information on the Vermont Highway Safety Alliance visit: [https://vermonthighwaysafety.org/](https://vermonthighwaysafety.org/)

**Eligibility**

The Contractor must be registered with the Vermont Secretary of State's Office to do business in the State of Vermont, if not already so registered.

The registration form may be obtained from the Vermont Secretary of State, 128 State Street, Montpelier, VT 05633-1101 or on their website.

The VHSA will NOT enter into a contract without proof of registration. A copy of the certificate of insurance will be required.
The Vermont Highway Safety Alliance reserves the right to reject any or all proposals received for this RFP.

This contract is funded by federal dollars. Contractor must provide the following prior to the issuance of a contract:

i. Verification the initiation of SAM registration (if not already registered)
ii. DUNS Number
iii. Certificate of Insurance naming the State as additional insureds