

ABNN Events Lead Request for Proposal (RFP)

The Alberta Nonprofit Network (ABNN) is looking for an energetic and collaborative professional passionate about the value and success of the Alberta nonprofit sector. The Events Lead will provide administrative, planning, implementation and evaluation support for our upcoming gatherings.

ABNN's development is led by a core group of Network Stewards, representing six capacity building organizations from the nonprofit sector. ABNN is supported by other consultants including a Communications Lead.

The ABNN Events Lead supports the efforts of ABNN to strengthen the network and the sector. The Events Lead embraces the values of respect, trust and a network mindset. The Event Lead is a strong events planner and has experience planning successful virtual, hybrid and in person events. As part of their duties, the Event Lead will identify potential speakers and research event programming content. To be successful in this role, the candidate will embrace their excellent listening and project management skills, work within a set budget and have the ability to adapt and be flexible depending on the needs of the network.

As ABNN is a provincial network, the Events Lead can be located anywhere in the province. This is a contract for July 1, 2022 – June 30, 2023 with the possibility of extension based on fit and funding. The contract is worth up to \$25,000.

ABNN Purpose

Alberta Nonprofit Network (ABNN) seeks to advance the cohesive, proactive and resilient nonprofit sector in Alberta.

ABNN sees an opportunity to:

- Engage with the sector in defining and responding to systemic issues that impact the nonprofit sector in Alberta
- Enable opportunities for collective action in response to strategic issues
- Leverage learning and resources, ABNN aspires to enhance the vibrancy and resiliency of our society, contributing to the quality of life and well-being of all Albertans.

Contract Deliverables

ABNN Events Lead is responsible for furthering ABNN's vision by bringing the network together. They are responsible for delivering ABNN quarterly topical gatherings (online) and annual sector gathering (hybrid/in person), as well as providing event evaluation and recommendations based on learnings for subsequent events.

Key Accountabilities include:

- Work closely with ABNN Network Stewards to design and implement the ABNN events occurring during July 2022-June 2023 including a total of four quarterly mini-gatherings (Sept., Nov., Feb., Apr.) and one large nonprofit sector gathering (spring 2023)
- Event management and production. This work will include the creation of event designs, facilitation and production plans for events, researching topics, programming of speakers, day-of event coordination and facilitation as needed
- Work with ABNN Network Stewards to develop content and event budgets
- Accountability to work within established budgets and tracking budgets (the actual events production (AV, room rentals, marketing, etc.) will be funded by ABNN)
- Work closely with contracted storyteller supporting this work capturing the themes of the events
- Develop and implement evaluation plans to learn from each event and incorporate recommendations in subsequent events, including monthly check ins, quarterly gathering and annual sector gathering
- Support ABNN communications work to develop content to be shared in the ABNN monthly newsletter, on social media and on ABNN's website
- Ensuring consistency with ABNN's guiding principles, vision and priorities
- Prepare and distribute event materials, including handouts, Powerpoint presentations, etc. as required for the various events
- Support sponsorship and partnership opportunities related to convening and gathering activities
- Foster ABNN's brand, reputation and network culture
- Identify opportunities to grow awareness of ABNN within the sector and beyond
- Participate in ABNN meetings as required

Required Competencies

- Experienced Event Planner
- Adaptable and Flexible
- Collaborative and Relationship-focused
- Independent and Accountable
- Experience with managing event budgets
- Facilitation experience
- Nonprofit sector experience preferred

Request for Proposal

We request that the consultant itemize the time required for each task listed above. Please respond with a brief project plan outlining responsibilities and twelve-month timeline.

RFP Deadline

Please send your response to Cindy Walter at: theabnn@gmail.com with the subject line: ABNN Events Lead. Your response will be reviewed by the ABNN Management Committee.

Deadline to Submit: May 31, 2022.

ABNN Guiding Principles

Inclusive engagement: Actively engaging individuals and organizations to support their capacity to contribute to and benefit from ABNN. These individuals and organizations are intentionally engaged to represent diverse perspectives, experiences, and voices within the nonprofit/voluntary sector.

Continuous communication: Commitment to building and maintaining open, honest lines of communication within the Network Stewards and across ABNN.

Transparency: Engaging in frank, open conversation with Network Stewards, across ABNN, and with external stakeholders.

Integrity: Thinking and acting in a way that honestly reflects full understanding of what needs to be done to move ABNN's purpose forward.

Relevancy and authenticity: Seeking to respond to issues which are relevant to the sector through authentic engagement and open communication.

Encouraging reciprocity, solidarity and shared interests: When opportunities for collective action have been identified and agreed on by the Network Stewards through the Strategic Issue Identification Process (see [Decision Tree and Strategic Issue Action Form](#)), privileging and advancing ABNN's purpose over individual interests.

Adaptive learning: Supporting and enhancing ABNN's capacity to understand and respond to the most significant changes in ABNN's context.