

Request for Proposal

Organizational Overview

The Lincoln Community Center, Inc., with 501 (c) (3) tax exempt statuses is seeking proposals for a Project Manager for the Lincoln Community Center, Inc. The Lincoln Community Center is currently being rehabilitated for approximately the next year. Once completed the Lincoln Community Center will be a multi-purpose community center for the West Side of Laramie. This proposal is funded for a one year period through a grant by the Albany County Commissioners.

Position Description

The project manager of the Lincoln Community Center will function as the chief officer of the organization with guidance and policies set by the Board of Directors. This position will be responsible for implementation of goals and objectives, financial program, administrative management of the Lincoln Community Center. The manager will participate in fundraising, marketing and public relations. Guidance and direction will be provided by the Board of Directors. Participation and attendance of the Board of Directors bi-monthly meetings is mandatory. This position will be under the direction of the Board of Directors of the Lincoln Community Center, Inc.

Position Duties

Duties include but are not limited to:

- Runs the day to day operations of Center
- Become familiar with the history and goals and objectives of the center to be the lead in communication and public outreach efforts for LCC with the media, government bodies, and the public
- Cultivate and manages PR relations with other organizations, including local, regional and state organizations, government offices, universities, colleges, and other agencies
- Ability to research and identify grant opportunities for the center, grant writing ability to apply for grants for operational, functioning, and programming events for the center
- Maintain databases of service agencies and non-profits, funding sources, volunteers, and others as needed to effectively carry out Lincoln Community Center business
- Manage general operations, including contracts, and local, state and federal legal requirements
- Correct and informative reporting, advise, and counsel to the Board of Directors on daily operations, contacts, public requests, programs, and strategic direction toward positive direction of the center
- Maintain current files on Lincoln community center activities, contacts, history archives, policies, board minutes
- Provide assistance in the development of project goals and objectives, and recruiting and funding strategies

- Be the face of the center Supervises designated staff
- Assists the board with meetings, meetings schedules, development of agenda, and meeting materials, recruitment of new Board members, invoices, receiving payments, mailings, etc
- General office duties: maintain files (as above); copying, resource materials, writing articles, maintaining on-going current events of the LCC in the news
- Prepare performance reports as described in the next section, required deliverables, to the Albany County Grants Office and the Wyoming Business Council.

Required Deliverables

Based upon the agreement with the Wyoming Business Council (WBC) for the receipt of the Community Facilities grant performance benchmarks have been determined and are as follows:

- 2150 hours/year of events will occur in the Lincoln Community Center
- 7 long-term tenants will be obtained in the Lincoln Community Center
- 1086 people/year will be served by center and tenants
- 201 youth/year will be serviced by center and tenants
- 65 seniors will be served each year by center and tenants
- 228 low-income people will be served each year by center and tenants
- \$69,500 of rental income each year will be produced by Lincoln Community Center
- \$40,000 of funds raised and local business support each year
- At least 1 non-profit or business will move into the neighborhood each year
- 3 jobs will be created by center and partners each year.

Data on progress toward meeting these benchmarks will be due annually starting approximately one year after the facility is first occupied.

Assumptions and Agreements

- Funding is available through Albany County for this contracted position for approximately one year from the date of the agreement.
- The Lincoln Community Center Inc. and Albany County do not discriminate against a bidder or offer because of race, religion, color sex, national origin, age, disability, or any other basis prohibited by Federal or state law.

Prerequisite

The applicant should have previous experience managing a non-profit organization.

If interested:

Responses to this request for proposal shall to be returned to the Albany County Grants Manager, Sheela Schermetzler, 1002 S. 3rd Street, Laramie Wyoming by 5:00PM May 21, 2010 and include the following:

- Cover letter of interest
- Documentation describing past experience with similar projects
- Three client references
- Resume
- Compensation requirements

For Additional Information or Clarification, Contact:

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Mario Flores, President
Lincoln Community Center Inc. Board of Directors
(307) 760-8881