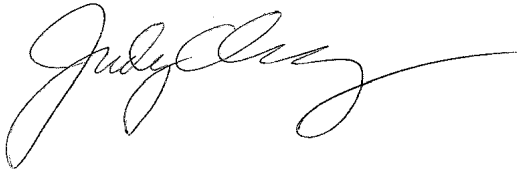


Dear Applicants:

Attached is a request for proposals for “Contract Services to Assist the NEWIEE Board.” The contract length is open to negotiation. Payment for services will be commensurate with experience, and those submitting are encouraged to propose payment terms that include success-based components.

Please e-mail your proposal to: [Judy.Chang@brattle.com](mailto:Judy.Chang@brattle.com), including the proposed contract length and payment terms in the cover letter submitted. Thank you very much!

A handwritten signature in black ink, appearing to read "Judy Chang", with a long, sweeping horizontal line extending to the right.

Judy Chang

Member of the Board of New England Women in Energy and the Environment

## New England Women in Energy and the Environment (NEWIEE)

### **Request for Proposals: Services to Assist the NEWIEE Board**

#### **Organization: NEWIEE**

Founded in Boston in 2008, NEWIEE is a nonprofit organization committed to supporting the work and leadership of women in the fields of energy and the environment, providing a forum for sharing expertise and experiences of its membership, and fostering a dynamic and enthusiastic environment for those who care about energy and environmental issues in New England. NEWIEE's membership includes private and public sector members across the six New England states. NEWIEE hosts networking forums, student outreach events, regional discussion panels on timely topics, and an annual gala celebrating the accomplishments of women leaders in New England. NEWIEE supports mentoring opportunities for women advancing their careers, drawing on the assistance of accomplished women who are committed to encouraging the next generation of women leaders in these fields. NEWIEE is governed by a [Board of Directors](#), and also benefits from a valued Advisory Board.

For more information, please visit [www.newiee.org](http://www.newiee.org)

#### **Position: Contract Services to Assist the NEWIEE Board**

Reporting to the Board of Directors, the contractor will be responsible for the handling of identified services relating to NEWIEE's programs and membership. It is anticipated that these services will require an average of approximately 20-hours per week over the term of the contract. This is a request for a proposal for independent contractor services; the contractor uses her/his own office, computer and internet services. NEWIEE does not provide any benefits other than indicated fees for services, except reimbursement of travel expenses incurred in connection with these services when pre-approved by the NEWIEE Board or NEWIEE's President acting on behalf of the NEWIEE Board.

#### **Description of Contractor Services Requested:**

##### **Membership/Volunteer/Event Support and Tracking**

- Engagement of Corporate Members and Sponsors:
  - Document Members' interests and requirements
  - Provide services as recommended to, and reviewed with, Membership Committee Chair to track members, membership due dates, responses to questions of members / potential members
  - Solicitation of potential sponsors and coordination of committed sponsors
  - Support NEWIEE Programming and events as needed.
- Tracking of volunteers and their respective activities, promote engagement of volunteers
- Coordination with NEON and assisting with NEON updates

### **Financial and Governance Support**

- Assist in development and retention of governance and organizational documents
- Provide finance tasks support to Treasurer including bank deposits and accounts-receivables
- Work with Treasurer and Governance committee to meet reporting requirements
- Support NEWIEE President and Board in preparation of identified reports and with Board Retreat organization

### **Communication**

- Post partner events to NEWIEE's web-based event calendar, post job listings, as needed
- Work collaboratively with marketing consultant and volunteer subcommittees (website, social media, newsletter) to ensure tasks are completed as needed
- Tasks in support of NEWIEE signature events (three/year)

### **Fundraising and Development**

- Work with the Board in identifying and pursuing additional fundraising strategies

### **Qualifications:**

- Preferred that contractor live or work in New England.
- Prior experience in events management and membership organization a plus.
- Strong written and verbal communication skills, detail-oriented
- Ability to work effectively in collaboration with diverse groups of people.

**Fees:** Negotiable