



Seeking Organization Coordinator for Contract

Oregon Economic Development Districts (OEDD) is seeking a contractor to serve as Coordinator for the organization. OEDD is the statewide association of Oregon's 12 Economic Development Districts. These 12 EDDS cover the State's 9 Tribes, 36 counties, 297 municipalities (which include cities, towns and Tribes) and unincorporated communities. This statewide network of EDDs is part of a broader national network of 380 economic development districts designated and funded by the US Economic Development Administration.

OEDD is organized as a non-profit entity made up of a representative of each of the 12 EDDs and is led by a volunteer President, Vice-President/ Secretary, and Treasurer. Over the past few years, OEDD has increased its activity in terms of advocating for the needs of member Districts, identifying shared priorities, taking on statewide projects, engaging with the legislative process, and generally supporting the role of Districts within the statewide economic development ecosystem. Much of this activity was contemplated by OEDD's 2017 Strategic Plan. However, due to the fact that OEDD has no staff and all activities are performed by volunteer board members, the organization has not been able to realize its full potential. As a result of receiving a capacity-building grant, OEDD is ready to contract with a Coordinator in order to fulfill the potential of the organization.

Coordinator Scope of Work

The Coordinator will perform the following functions:

- Administrative services - Support OEDD meetings and subcommittees and ensure follow-up, coordinate meeting logistics and packets, update the OEDD work plan and action items, etc.
- Development – Identify and pursue funding opportunities for OEDD as a whole, as well as for member Districts. **This will be a key role and will be supported by the Exec. Committee (Board officers).
- Support legislative advocacy – This function would be served in coordination with organizations such as Oregon Economic Development Association, Association of Oregon Counties, League of Oregon Cities, etc. The Coordinator will follow up on priority legislation and schedule appropriate OEDD members to show up at hearings, draft support letters, etc.
- Strengthen OEDD internal cohesion – Help onboard new Directors, manage communication among Districts, plan events and trainings.
- Marketing – Update and implement the OEDD communications plan, including website updates; rebuild our flyer/overview. Serve as the OEDD Point of Contact (along with OEDD Executives).
- Strategic Project coordination (working with subcommittees/Board members). Provide additional OEDD capacity to help coordinate and communicate on OEDD strategic projects, such as:
 - Coordination in Economic Recovery Plans
 - Engagement with Statewide Economic Ecosystem project
 - Statewide broadband capacity/approach
 - The Ford Family Foundation Growing Rural Oregon program oversight
 - Oversight of statewide/ foundation funding for grant administration (HB 2345)

Workload: The above tasks are estimated to require about 40 hours/week. This work could be taken on by one individual or separated over several individuals if the successful contractor is a firm/ organization.

Oversight/Supervision: The Coordinator would serve and be accountable to all District members; direct supervision will be provided by the OEDD Exec. Committee (officers) through regular staffing meetings.

Required Skills/Experience

- Administrative and board support functions
- Knowledge of economic development generally (required) and Oregon’s EDDs in particular (desired).
- Communication skills – written and partner engagement/partnership building
- Detail-oriented
- Knowledge of Oregon economic development organizations and functions
- Development and grants
- Meeting facilitation and logistics
- Ability to work independently and without significant supervision (Exec. Committee establishes goals and priorities; contractor follows through.)
- Physical location anywhere in Oregon

Budget

OEDD is looking to contract for one year, subject to renewal with positive performance. The TFFF grant is structured as a three-year grant with the need for additional grant fundraising to cover the match in years two and three. The full grant budget is as follows:

	Year 1	Year 2	Year 3
OEDD Contribution/ Other Funding Sources	\$7,500	\$22,500	\$48,500
TFFF Capacity Grant Contribution	\$80,000	\$70,000	\$50,000
Total	\$87,500	\$92,500	\$98,500

To Respond

If you are interested, please submit the following:

1. A proposal describing your qualifications;
2. Proposed fee structure including list of hourly rates and any other costs;
3. Names, phone numbers and contacts for three references;
4. Location of principal place of work; and
5. Any other information you consider to be of value in evaluating your qualifications.

Proposals should be emailed no later than Monday, April 25, by 5:00 p.m. and sent to Jessica Metta, OEDD President, at jessica@mcedd.org. For any questions, contact Jessica Metta at 541-296-2266 x1001.