



Inland Northwest Partners/Inland Northwest Economic Alliance Executive Director Proposal and Scope of Work October 2021

Organization Overview

The Inland Northwest Partners (INP) is a regional non-profit economic development organization (501c-3 non-profit educational organization) committed to the purpose of fostering a strong economic base in communities throughout the Inland Northwest region. It promotes regional cooperation by facilitating educational meetings, programs and seminars to highlight new community and economic development strategies while providing members with a forum to network, share ideas and collaborate on solutions. INP membership is comprised of over 300 business and community leaders from throughout Eastern Washington and Northern Idaho. Financial support from regional businesses, local and state governments provides the necessary support to fund organizational operations.

INP quarterly meetings take place throughout Inland Northwest communities and focus on such topics as workforce development, tourism, economic development through the arts, regional partnerships, small business development, and much more. (Throughout 2020 and the first half of 2021, meetings were moved to a webinar format to accommodate the safety protocols associated with COVID).

The INP also provides management and financial oversight of the Inland Northwest Economic Alliance (INEA)– a regional partnership of Eastern Washington and Northern Idaho economic development organizations. Created in 2004, the INEA focuses on promoting quality economic growth in the region through collaboration, education, and joint marketing activities.

Proposal Details:

Professional Services Agreement

The successful applicant will be under contract via a Professional Services Agreement renewed on an annual basis.

Compensation:

Estimated compensation for executive director services is \$50,000 annually. Applicants should anticipate the position would be part-time and vary with the schedule of INP/INEA events and meetings.

Service Provider Location/Technology

The successful applicant will have flexibility in where they perform the required services. Work-from-home or other arrangements are welcome. However, it is the preference of the INP Board that the applicant reside/operate somewhere in eastern Washington or northern Idaho, if possible. Applicant would be expected to provide an INP/INEA mailing address. Adequate internet connectivity is required.

Proposal Timeline and Submittal Date

The INP Board will entertain proposals for the position no later than **November 15, 2021**.

We anticipate the successful applicant will be hired by **December 1, 2021** and be provided a 30-day training period with current the Executive Director and Board.

Proposals should be limited to no more than 5 pages and address how the applicant would provide professional services as per the INP Scope of Work.

Proposals shall be electronically submitted by November 15, 2021 to INP Board Chairman Paul Kimmell. Email: paul.kimmell@avistacorp.com or call/text (509) 592-7801.

INP Executive Director Scope of Work

To successfully achieve the aforementioned outcomes, the INP Executive Director is responsible for conducting the following business activities:

1. Membership Development/Support

- a. Promote INP membership throughout each year via mailings and email marketing and at INP events;
- b. Recruit new members by leveraging board of director contacts, event attendee communication, and referrals from current members;
- c. Maintain and update membership database on an ongoing basis

2. Investor Support

- a. Connect with local and regional businesses to support the INP by becoming a major or contributing investor
- b. Maintain relationships with current INP investors
- c. Provide recognition to investors in all communications and at all events
- d. Invoice investors on an annual basis

3. Programming

- a. Plan quarterly meetings in conjunction with INP board members based on input from members, board members, and trending topics
- b. Develop meeting agenda, date, timeline and confirm speakers
- c. Confirm and communicate with meeting speakers regarding expectations, topics, timeline, and audio-visual needs, as well as any fees that may be charged
- d. Coordinate selection of the venue and all event details including room set-up, audio-visual needs, meals, attendance guarantees, and venue contract requirements
- e. Promote events via social media, email campaigns, board of directors, and local and regional media outlets
- f. Manage attendee registration, payments, nametags, meeting handouts, and post-event invoicing
- g. Prepare attendee registration packets (agenda, membership form, meeting evaluation, attendee list)
- h. Provide board chairman and/or meeting facilitator with a meeting script prior to event and prepare a summary of meeting the meeting evaluations
- i. Prepare to move in-person meetings to a webinar format via Zoom should COVID-19 continue to pose concerns

4. Financial Management

- a. Draft an annual budget for review, revision, and approval by board. (Note: Average combined (INP/INEA) revenues in a typical year exceed \$115,000)
- b. Maintain financial records in QuickBooks
- c. Conduct all banking activity (i.e. deposits, bill pay, PayPal transfers, etc.)
- d. Work with INP Board Treasurer to approve all bill payments exceeding \$500 and to review all financial reports prior to board meeting
- e. Compile bank statements, QuickBooks reports, PayPal reports and copies of invoices/payments for review by the INP Board Treasurer on a quarterly basis
- f. Work with an accountant to facilitate the completion and filing of IRS Form 990 as well as 1096/1099 submittals

5. Board of Directors and Corporate Oversight

- a. Schedule quarterly board meetings (typically immediately following quarterly events)
- b. Develop board meeting agenda and handouts (minutes, YTD financial reports, meeting evaluations)
- c. Compile board meeting minutes and distribute to directors
- d. File the Corporate Annual Report with the Washington Secretary of State each December (online)
- e. In conjunction with the board chairperson, negotiate and sign any necessary contracts for services utilized.

6. Communications

- a. Leverage social media platforms (i.e., Facebook, blog) to promote events, activities, and best practices.
- b. Manage the INP website in conjunction with the web development and hosting company (currently supported by <https://keokee.com>) domain name and email fees on annual basis to Go Daddy as well quarterly payments to Constant Contact for email marketing services.

7. Miscellaneous

- a. Possess knowledge of the technology utilized for business activities/membership management, including but not limited to: Microsoft Office, Filemaker Pro, QuickBooks, PayPal, Constant Contact, Survey Monkey, Go Daddy, WordPress, and Facebook.

INEA Executive Director Scope of Work

As previously mentioned, the INP also provides management and financial oversight of the Inland Northwest Economic Alliance (INEA)– a regional partnership of approximately fourteen Eastern Washington and Northern Idaho economic development organizations. Business activities provided by the INEA Executive Director include:

1. Membership Development & Communication

- a. Develop and maintain INEA members through communication with economic development organization in North Idaho and Eastern Washington
- b. Communicate with members as needed regarding upcoming meetings, news of interest, etc.
- c. Invoice members on an annual basis for INEA membership fee
- d. Coordinate any training needs per member requests (i.e. Emsi-Burning Glass, SizeUp Inland NW, social media, etc.)

2. Meeting Coordination

- a. Schedule INEA member meetings on a quarterly basis
- b. Secure a meeting venue and arrange for meals
- c. Develop meeting agenda in conjunction with INP Board Chair and distribute to members
- d. Secure agenda speakers and coordinate the timeline, audio-visual needs, topics, etc.

3. Investor Development

- a. Develop and maintain private investor support of the INEA
- b. Invoice investors on an annual basis
- c. Provide investor recognition and communicate successes

4. Financial Oversight

- a. Draft an annual budget for review, revision and approval by board
- b. Maintain financial records in QuickBooks
- c. Conduct all banking activity (i.e. deposits, bill pay, etc.)
- d. Work with INP Board Treasurer to approve all bill payments exceeding \$500 and to review all financial reports prior to board meeting
- e. Compile bank statements, QuickBooks reports, PayPal reports and copies of invoices/payments for review by the INP Board Treasurer on a quarterly basis
- f. Facilitate contract negotiations and implementation in conjunction with board chair (i.e. Emsi-Burning Glass, sub-contractors, etc.)

5. Communications

- a. Grow the INP/INEA's social media presence
- b. Develop quarterly summary sheet of regional economic, business and community developments by gathering information from INP and INEA members and conducting research from local and regional news outlets
- c. Distribute summary sheet to media lists provided by the INP/INEA and utilize content from summary sheet for e-newsletter, blog and social media development and promotion (1-2 blog posts per week; 2-3 Facebook posts per week; e-newsletter on a quarterly basis)
- d. When requested by INP and as budget permits, write or assist INEA members with press release development and distribution, social media assistance, etc.

