



Network Coordinator – Job Listing

Organizational Overview

The National Network of Fiscal Sponsors (NNFS or the Network) is a professional network providing a community of practice for the field of fiscal sponsorship. The Network is 18 years old and is the industry-leading membership organization of the US fiscal sponsorship field. NNFS convenes events, facilitates peer knowledge sharing, develops best- and next-practices, and advocates for the field inside the charitable sector and beyond. In 2021, the NNFS leadership funded an assessment of its potential for the field and began organizing steps to redesign NNFS. The leadership seeks for NNFS to become a better networked and supportive membership organization built around the priority of helping those in the field to be more effective and supported by peers.

NNFS seeks to engage a consultant to serve as its first Network Coordinator. This is a one year engagement anticipated to begin April 1, 2023. There may be an opportunity to negotiate or extend the contract for a second year, dependent upon the interest of both parties. Interested candidates are invited to respond to a Request for Proposals.

Summary of the Work

Qualified applicants will understand the fiscal sponsorship field, its diverse participants and both its inherent benefits and challenges. The consultant will be committed to making the National Network healthier, more connected and collaborative, and deepen relationships to create more value for its members. The NNFS Network Coordinator will do this by helping fiscal sponsorship organizations identify their shared interests and challenges, connect people strategically where there is potential for mutual benefit and serve as a resource and a catalyst for fiscal sponsor groups.

NNFS is working to unlock its exponential potential through greater collaboration. This will increase the collective actions of the network that no member could achieve on their own. Successful applicants will be able to commit 7-10 hours per week, from April 1, 2023 through March 31, 2024 and are expected to be able to flex up their weekly hourly commitment as needed to support the annual conference. In addition, they will be expected to be on-site during the annual conference.

NNFS Network Coordinator priorities and deliverables:

Strategy and Member Management: (70% of Time)

- Help NNFS convene, connect, communicate, coordinate and collaborate around its shared purpose to advocate and improve the fiscal sponsor field.
- Develop outreach plans to connect peer groups with shared areas of interest or expertise to create communities of practice to better their services and the field as a whole by May 2023.
 - Facilitate the use of collaboration platforms and tools to strengthen the fiscal sponsor field, and build out a common resource library of best practices and findings.
- Equitably seek input and engagement from the broad range of network members such that a diversity of organizations, interests and concerns are represented.
- By soliciting member input (engaging at least 50% of NNFS members), design potential communities of practice around specific areas of interest, and provide a structure, tools, collaborative spaces and opportunities, and best practices for the development of active and engaged communities by July 2023.
- Leverage multiple communication and connection channels to facilitate engagement across multiple topics of concern and guide members toward improvement and resolution.
- Track and report on the challenges, opportunities, recommendations and actions that will help all fiscal sponsor organizations to better support their missions and partners' missions.
 - Perform research and analysis on the challenges, and opportunities faced by fiscal sponsor organizations. By May 31, 2023, develop a written report that includes the challenges and opportunities as well as recommendations on actions that NNFS can take.
- Produce and organize the agenda and program content for the annual conference, a 3-day, in-person event to be held in November, 2023
 - Secure location for annual gathering
 - Facilitate registration and content development
 - Collaborate with the communication consultants to develop a digital communication and engagement plan for the gathering.
- Effectively utilize collaboration platforms and tools to grow, strengthen and deepen engagement with the fiscal sponsor field, and maintain the common resource library of best practices and findings.
- Continually create value for NNFS member organizations, current and future.

Administrative Responsibilities (30% of Time):

- Process all consultant agreements and invoices within 72hrs of receipt.
- Monitor NNFS email inbox – respond to enquiries and concerns within 48hrs of receipt.
- Coordinate with the steering committee chair to facilitate monthly steering committee meetings – including developing meeting agenda and supporting materials.
- Manage Memberspace, Stripe, Slack and all other accounts critical to NNFS operations.
- Maintain detailed records of NNFS membership and contact lists.
- Collaborate with NNFS Communication Consultants to develop community and member newsletters, develop weekly social media posts, manage website content and design.

Qualifications

- Familiarity with the fiscal sponsorship field and NNFS
- Experience with network leadership and programming
- Experience with membership supporting organizations
- Strong relationship builder and / or community organizing experience
- Effective communication skills
- Prior successful experience with meeting planning or conference and event management
- Ability to develop and adhere to a project budget

Solicitation Timeline

Date	Deadline
1/28/2023	RFP Release
3/01/2023	Proposal Due
3/02/2023 – 3/25/2023	Candidate Interviews
4/01/2023	Contract Execution

Submission Requirements:

Please send all submissions to fiscalsponsors@gmail.com

- No more than 2 page proposal
- Detailed budget document for a 3 day conference not to exceed \$40,000
- Resume and 3 References