



Request for Proposals: Strategic Planning Facilitator

Work Summary:

Vermont Works for Women (VWW) is issuing a Request for Proposals to identify a meeting facilitator to provide facilitation expertise for a staff/board retreat in summer 2024. This retreat is part of an organization-wide three-to-five year strategic plan development process. The ideal facilitator will bring a growth and equity lens to this work.

Vermont Works for Women is a non-profit that promotes economic justice by advancing gender equity and supporting women and youth at every stage of their career journeys. Our current three-year strategic plan was developed in 2021 and focused on building a strong organizational foundation of personnel systems, launching updated branding tools, and implementing continuity of program services for participants. VWW has accomplished many of our current strategic goals and is motivated to launch into the next phase of growth and impact, with a collaborative understanding of the opportunities and challenges ahead.

We are in the final year of our current strategic plan and eager to begin facilitated discussions to help inform growth opportunities, potential impact areas, and connection building. Over the next 6 months, VWW plans to reflect on the successes of our current strategic plan, with the goal of convening our full board and staff for a full-day retreat in the summer to collaboratively outline the next phases of growth for our programs, staff, and impact.

We are seeking a meeting facilitator who can help guide necessary discussions, pose important questions, facilitate disagreements, and help finalize next steps. Schedule and cadence are to be determined upon facilitator selection, but expect a total of no more than 20 hours over the course of 4-5 months, with work to be completed by November 2024.

Scope of Work Requested:

- Conduct a pre-meeting with leadership and strategic planning committee members.
- Review relevant documents as identified.
- Work with committee to plan retreat agenda and action steps.
- Facilitate meetings to encourage participation and gather insight regarding critical issues and priorities.
- Provide an outside perspective on our process to ensure it is holistic with engagement from the board, staff, and community.
- Prepare documentation of findings from the meetings for sharing with strategic planning committee and full VWW Board.

Please submit proposals to Rhoni Basden at rbasden@vtworksforwomen.org by Friday, April 12th.