



CICF

CENTRAL INDIANA
COMMUNITY FOUNDATION
THE INDIANAPOLIS FOUNDATION
LEGACY FUND

Request for Proposals Love of Reading PROJECT DIRECTOR

RELEASE DATE:	October 23, 2018	REPORTS TO:	Love of Reading Project Board
EMPLOYMENT TYPE:	Contract	PROJECT DURATION:	December 1, 2018 – August 31, 2021 (negotiated start date - approximately 20-30 hours per week)
JOB LOCATION:	Indianapolis, IN		

BACKGROUND AND PURPOSE

Central Indiana Community Foundation (CICF) is a catalyst for progress, and a supporter of visionary ideas with the power to improve our community and the lives of its residents. As we continue to elevate this work, CICF, in partnership with Indianapolis Public Schools and the Herbert Simon Family Foundation, is embarking on a new effort to promote a love of reading and improve reading proficiency for pre-K-5 populations. Having launched this initiative in June 2018, CICF is seeking a consultant to serve as Project Director for the duration of the initial two-year pilot. For more information about the Love of Reading Project, please visit the website at www.cicf.org/loveofreading.

The Project Director will lead the project management team, which consists of a range of contractors including the project advisor, evaluator, space designer, architect, collection development advisor, as well as procurement and facilities team members. The Project Director also serves in an advisory role as a part of each pilot school's Planning Team; coordinates activities with key stakeholders, including IPS, CICF, Herbert Simon Family Foundation, and other community organizations. This individual will also work closely with the Project Board and the Steering Committee in the final development and design aspects of the project resulting in the installation of three multifunctional reading literacy hubs in selected elementary schools in the Indianapolis Public Schools district. The Scope of Work will include a variety of weekly and monthly site-based meetings and planning sessions in elementary schools, community organizations, and stakeholder offices.

Given the entrepreneurial nature of this project and the participatory design framework, the ideal candidate has proven success leading project teams with an agile project management approach and experience with development, implementation, and/or monitoring of a program evaluation plan. **Due to an expedited schedule, the start date is negotiable, though the ideal candidate will be available as early as November 30th.**

KEY SKILLS FOR SUCCESS

Proven project management professional: Skilled leader, communicator, and planner with track record of achieving measurable outcomes.

In-depth knowledge of pre-K-5 educational system: Possess superior understanding and working knowledge of public education settings with intimate knowledge of school schedules, curriculum, school-wide projects and training of education professionals.

Strong interpersonal skills: Excellent ability to cultivate and nurture productive relationships with key partners and vendors. Experience working with school and community leaders at the board, district, and project level. Exceptional listening and problem-solving skills.

Entrepreneurial approach: Comfortable shaping priorities of intersecting variables in areas of education, school-community partnerships, grant-making, evaluation and project management within broadly set parameters. A flexible attitude. Able to develop customized tools and plans to accommodate competing demands.

KEY RESPONSIBILITIES

The Project Director will serve in the following capacities (not exhaustive):

- Lead a Project Team of industry experts, funders and identified school staff in the development, implementation and evaluation of a strategy to achieve the objectives and outcomes of the Love of Reading project.
- Systematically document the Project's processes, immediate outcomes, and shared learnings and developments across pilot schools in order to finalize the Project Management Plan and support the iterative participatory development process.
- In collaboration with the Project Advisor and the Project Team, direct the project's planning and initial implementation phase.
- Work in collaboration with the Project Evaluator to develop, implement, and monitor a formative and summative evaluation plan.
- Serve as coach and technical assistance provider to each pilot school during planning phase to guide school-based implementation and utilization of the Love of Reading literacy hubs and enhance content delivery.
- Identify and create appropriate professional development tools to build capacity within the school-based teams to support success and sustainability of the project.
- Lead all communication-oriented activities related to the project, including regularly scheduled updates to CICF, IPS, stakeholder briefings, and other events as assigned.
- Assist with solicitation and selection of vendors; process and execute necessary contracts/agreements.
- Manage and control costs; process invoices; conduct progress and process assessments to minimize risks and maintain schedule.
- Serve as liaison to all stakeholders.
- Successfully adhere to the established project timeline.

QUALIFICATIONS

- Proven project management experience with multi-partner collaborative initiatives, preferably in a non-profit, educational, and/or entrepreneurial setting.
- Prior experience working with or within education-related non-profits, school districts, and/or community-based organizations in the Indianapolis area given priority.
- Experience with development, implementation, and/or monitoring of a project evaluation plan.
- Knowledge of elementary education, library collection development, and grade-level reading initiatives.
- Proven success managing and controlling project costs.
- Ability and willingness to commit to duration of pilot project: December 1, 2018 – August 31, 2021.
- Bachelor's degree required. Advanced degree and/or certification in project management, education, or business management strongly preferred.
- Compelling communication skills, both written and oral, including public speaking.
- Community outreach experience a plus.
- Experience with collaborative online and project management tools.

PROPOSAL CONTENT REQUIREMENTS

In an effort to ensure maximum comparability, we request that all responses be organized in the format described below:

1. **Executive Summary.** Describe your understanding of the work to be performed as well as your/your firm's ability to perform the work.
2. **Description of your previous work.** Detail your professional expertise and experience in or with the education sector. Strong project management skills are a must.
3. **Fees/Budget Overview:** Provide an estimate of fee for services, including an hourly rate when quoting costs.

PROPOSAL SUBMISSION

Interested consultants or firms should submit proposals via email to: SimonReadingProject@cicf.org. Please submit questions about the opportunity via email or call 317-631-6542, ext. 202. **Proposal review will begin on Monday, November 12th.**