



Durham's Young Adult Resource Center
www.hubdurham.org

THE HUB YOUNG ADULT RESOURCE CENTER - REQUEST FOR PROPOSALS

Title of Project: Interim Network Director

Application Deadline: April 30, 2019

Applicant selection: May 31, 2019

Target Start Date: June 17, 2019

Project Duration: 6-9 months

Contact: The Hub Interim Network Director Selection Committee

% Sara Shilling

info@hubdurham.org

BACKGROUND:

An exciting initiative is taking place across Durham to help young adults in transition including those who have aged out of foster care, are homeless, or are housing insecure. A group of nonprofit and state agencies, community members and young adults have been meeting together since spring 2015 to develop a plan to coordinate services in a young adult resource center to be called The HUB. This free daytime resource center will provide at risk young adults with a place to shower, eat, receive clothing and toiletries, meet with mental health or other needed coordinators of service, and receive assistance in securing housing, education and employment.

Durham has seen an increased need for services and the coordination of resources for homeless young adults in the last 5 years. Durham service providers estimate that there are 80 homeless youth/young adults ages 16-24 in Durham on any given night. However, we know from our direct work with this population that the number of young adults living in their cars or motels, "couch surfing", or living in other insecure housing would increase that number by dozens, if not hundreds.

Many homeless and housing insecure young adults do not feel safe at shelters and do not have the transportation or knowledge to take advantage of the many nonprofit and government funded resources to help them find more permanent housing and employment. We also know many young adults who are living with their families find themselves alone and without a place to live once they turn 18.



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For more background information, please see <http://www.lifeskillsfound.org/hub>.

PURPOSE OF THIS RFP:

The complex challenges facing transition age youth in Durham cannot be solved by any one organization working alone. The HUB is being developed as a collaborative to support and engage a wide range of service providers and stakeholders. The HUB leadership has recognized that the vision of the HUB needs a guiding force in the form of an Interim Network Director in order to bring many moving pieces together to realize the vision described in the [HUB Charter](#). The Charter sets out the guiding principles and governance structure for the HUB. Charter Endorsers are eligible to participate in Action Teams and the Guiding Committee. The charter specifies that emerging adults have a central role in all aspects of planning and governance for the HUB.

The role of the Interim Network Director is to facilitate the key processes needed for the HUB to become fully operational while making sure that the initiative stays true to the charter. This will require a robust strategy for managing communications and sharing knowledge so that partners remain informed and engaged. The Interim Network Director will report directly to the HUB Guidance Team.

KEY DELIVERABLES:

The deliverables fall into two categories: "Process deliverables" focus on creating the methods, processes and procedures needed for the Guiding Committee and Action Teams to work effectively and efficiently. "Material Deliverables" include actions needed in order for the HUB to open. These will be the responsibility of the Interim Network Director.

Process deliverables: develop, facilitate and/or refine the **process** for establishing:

1. Policies and new partnership agreements for the HUB
2. Hiring a permanent HUB Network Director and other staff that need to be in place when the HUB opens its door
3. Supporting the work of all action teams including recruiting/retaining members, documenting their progress and overcoming barriers
4. Policies and practices for Internal and external communication
5. Decision making at all levels



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6. Promoting and supporting youth engagement in all levels of planning and decision making
7. Additional policies and/or procedures that need to be developed before the HUB opens or to support operations once opened

Material deliverables:

1. Recruit new HUB endorsers and establish new partnership agreements prior to the HUB opening
2. Develop a budget and funding strategy with the Guidance Committee
3. Cultivate relationships with funders and submit funding proposals
4. Coordinate the physical renovations of the HUB building as needed and according to the construction contracts
5. Develop and manage a communications strategy and marketing assets (including e-newsletter, social media, website)
6. Develop a timeline for opening the doors of the HUB and keep stakeholders informed on progress, barriers and revisions

INSTRUCTIONS:

Proposals from individuals or organizations wishing to serve as the Interim HUB Network Director should include the following sections. Please limit the proposal (includes numbers 1 and 2 below) to two pages and limit the budget and references (numbers 3 and 4 below) to one additional page. Proposals that exceed this length will not be considered.

1. **Process and timeline:** please describe process and methods you would use for creating the deliverables. For example, this section could include developing funding proposals, facilitating meetings, completing research or other activities.
2. **Qualifications:** please include specific information about any similar projects you have managed in the past.
3. **Budget:** please provide a detailed itemized budget for producing the deliverables listed above and your payment terms. The budget cap for this project is \$30,000.
4. **References:** please provide contact information for two previous clients who are willing to provide a reference.

The winning proposal will be selected by an RFP Selection Committee created by the HUB Guiding Committee. Preference will be given to applicants who are:



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- Based in NC (this project requires on-site work in Durham)
- Familiar with at-risk populations, especially transition age youth
- Have prior experience developing MOUs or similar agreements between diverse partners include government and nonprofit entities.
- Have experience with nonprofit startups, fundraising, process facilitation, evaluation and/or other key expertise.
- Proven track record of managing complex projects involving a wide range of stakeholder including transition age youth.