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Request for Proposals – Membership Services Director

The intent of this Request for Proposals is to identify and select an experienced independent consultant, firm or team that will be responsible for all aspects related to the successful leadership and management of the California Downtown Association (CDA), a 200+ member statewide nonprofit (501(c) (6)) organization, under the strategic direction set by a Board of Directors. The primary role of the Membership Services Director is to be the liaison (the face of CDA) between the organization and its members.

CDA's annual budget for this part-time, contract position is \$29,000. We anticipate that fulfillment of the contract duties will require 20 hours per week. A nominal stipend for office supplies and phone/fax service will be negotiated. Additional commissions could be realized through membership development, grant procurements and sustaining sponsorships for the organization. Commissions will be negotiated in conjunction with the contract.

If there are unique or additional services you would like to propose, CDA suggests these be offered as separate and distinct options that can be considered on a case-by-case basis.

Organizational

CDA has been the state leader of and champion for the revitalization of downtowns and commercial business districts for over 35 years. Our membership of committed individuals serves as California's primary educational resource and network for downtowns and business district professionals. More information is available online at www.californiadowntown.com.

CDA's membership is diverse, representing main streets, historic downtowns and business districts from the rural communities of the central valley, to the foothills of the Sierras, and the beach communities along the northern and southern coasts, as well as downtowns and revitalized districts located in the heart of California's urban centers.

Position Requirements

- Knowledge and experience in downtown revitalization, community capacity building, community and economic development, program development, administration and personnel management.
- Knowledge and ability to successfully oversee program operation of a statewide non-profit while collaborating and negotiating with multiple interests to move the organization forward.
- Ability to organize, prioritize and manage projects to their successful completion.
- Initiative and independent working style, which includes independent decision-making skills.
- Effective communication skills, both written and oral.
- Proficiency in the use of computers for Microsoft Word, Excel, basic desktop publishing and graphic design programs, email and the internet.
- Knowledge in organizational budgeting.
- Experience and track record in obtaining funding for programs and projects, including knowledge of potential funding sources.

Please submit your proposal by Friday, April 25, 2008. Proposals may be sent via email in PDF format to Mary Coburn, President, at maryc@dlba.org or by mail at 100 W. Broadway, Ste. 120, Long Beach, CA 90802. CDA reserves the right to contact respondents to schedule an interview session by phone. If there is any information that would be useful in preparing to submit a proposal, please contact Mary Coburn in writing.

CDA anticipates selecting a consultant on or about May 12, with the project to commence immediately upon contract execution.