

CITY OF FARGO  
Request for Qualifications  
Native American Center Coordination Services  
June 26, 2019

Project Title: Native American Center  
Contact: Nicole Crutchfield, Planning Director  
Departments: City of Fargo Planning & Development Department

Summary:

The City of Fargo and the Fargo Native American Commission are seeking a consultant to develop the program and propose structures for a nonprofit created to serve various local Native American organizations, programming, and events, similar in function to the former Native American Center most recently located at 109 9<sup>th</sup> Street South. The consultant will be responsible for building the foundation of this organization and setting it up to obtain funding and develop culturally appropriate services.

The consultant will report to and work collaboratively with the City of Fargo and the City's Planning and Development Department, who currently staffs the Fargo Native American Commission (NAC).

Please submit an electronic copy of a resume and letter of interest to [Planning@FargoND.gov](mailto:Planning@FargoND.gov) by 4:00 p.m. on July 29, 2019. For questions to this inquiry, please forward any questions to this email address.

Anticipated Timeline:

- |                               |                                   |
|-------------------------------|-----------------------------------|
| a. June 26, 2019:             | RFQ Released                      |
| b. July 29, 2019:             | Submittal due                     |
| c. Early – Mid August:        | Interviews of selected candidates |
| d. End of August:             | Contract coordination             |
| e. Estimated Contract Period: | September 2019 – March 2020       |

Preferred Qualifications:

- Knowledge of indigenous culture and perspectives, particularly as they relate to the Fargo-Moorhead community.
- Experience working with and advocating for underserved populations in support of their success and wellbeing.
- Prior nonprofit management experience, including significant strategic planning, board development, fundraising and grant writing, marketing/branding, and fiscal management experience
- Excellent coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; a persuasive negotiator able to achieve consensus amongst differing opinions
- Strong interpersonal and group facilitation skills
- Excellent communication and analytical skills (oral and written).
- Strong leadership skills and success creating and leading effective teams.
- Experience with a variety of software packages, including Outlook, Word, Adobe, PowerPoint, and Excel.

## Anticipated Roles and Responsibilities

### Task 1.0 Background Review and Goals

- 1.1 Meet with City staff and Native American Commission Executive Committee to establish goals and confirm project schedule
- 1.2 Review materials regarding history and context of FM Native American Programs Center, City of Fargo, and Native American Commission

### Task 2.0 Pre-incorporation necessities

- 2.1 Adopt board member position descriptions
- 2.2 Define mission
- 2.3 Form board by contacting potential board members in order of priority
- 2.4 Research and register/reactivate nonprofit status and name
- 2.5 Set administrative calendar
- 2.6 Create electronic filing system

### Task 3.0 Incorporate organization

- 3.1 Apply and/or reactivate EIN # and tax exemption
- 3.2 Prepare Articles of Incorporation & Bylaws to present to Board
- 3.3 Hold first board meeting and present/approve Articles and Bylaws
- 3.4 Open bank account

### Task 4.0 Fundraising and infrastructure

- 4.1 Draft business plan, budget, fundraising, and long and short-range financial plans
- 4.2 Draft key policies
- 4.3 Hold board meeting and approve plan and policies
- 4.4 Begin grant writing
- 4.5 Implement system of financial controls
- 4.6 Buy insurance
- 4.7 Set up HR systems & payroll
- 4.8 Develop an accounting system

### Task 5.0 Begin Operations

- 5.1 Secure lease in centrally located office
- 5.2 Inventory current resources
- 5.3 Coordinate transfer of resources to office
- 5.4 Create tentative schedule of availability

### Task 6.0 Hire Full-time Director

- 6.1 Draft and publish job description
- 6.2 Coordinate interviews with Board of Directors