

Request for Proposal (RFP)

Vocational Initiative for Thriving Appalachian Leadership (VITAL)

Project Facilitator

Issued by: Fahe

Proposal Due Date: November 4, 2024 at 12:00PM (EST)

Introduction:

Fahe, a non-profit organization dedicated to building thriving Appalachian communities, is seeking three qualified facilitators to assist in the Vocational Initiative for Thriving Appalachian Leadership (VITAL) planning project. This initiative, involving collaboration with six of our Member organizations and key stakeholders, aims to develop a comprehensive plan to enhance leadership and workforce development across Kentucky, Virginia, Tennessee, and West Virginia. The VITAL planning project is funded by an Appalachian Regional Commission (ARC) planning grant and focuses on addressing challenges such as leadership development, workforce retention, volunteerism and affordable housing.

Project Overview:

The VITAL planning project will leverage the expertise of Fahe's Network and partners to create a strategy for developing career pathways, leadership pipelines, and a stronger workforce in the affordable housing sector. The facilitator's role will be to support the Lead Project Consultant by attending meetings, assisting with facilitation, and providing input throughout the planning process.

This role will require working in conjunction with a Lead Project Consultant and Fahe staff. Facilitators will participate in key convenings, discussions, and listening sessions to provide insights and support. The facilitator will ensure that all activities are aligned with project goals, help gather feedback from stakeholders, and assist with documenting the planning process.

Scope of Work: This role will require a commitment of 6-8 hours per month in various capacities.

Attend and Support Convenings: Attend regular online meetings with Fahe Members, staff, and partners to support discussions on workforce development and leadership. Assist the Lead Project Consultant in facilitating meetings and ensuring productive conversations that align with the VITAL project's objectives. Provide feedback and insights during convenings, ensuring the inclusion of diverse perspectives.

Support Listening Sessions: Attend listening sessions designed to gather feedback from Fahe Members and other stakeholders. Assist in documenting key takeaways from these sessions to inform the final workplans and reports.

Collaborate with Lead Project Consultant: Work closely with the Lead Project Consultant to ensure alignment with the overall planning process. Provide insights and suggestions based on the unique challenges and opportunities in Appalachia.

Assist with Training Sessions: Collaborate with Fahe staff and the Lead Project Consultant to support two place-based training sessions. Ensure training sessions are effectively coordinated and provide value to Fahe Members and partners.

Support Documentation and Reporting: Contribute to the documentation of meeting outcomes and key takeaways. Support the Lead Project Consultant in providing quarterly narrative summaries of progress, as required by grant administrators.

Project Timeline:

October 1-31, 2024: Finalize facilitator selection, complete contracting and onboarding. Initial meetings with Fahe Members and project partners to confirm involvement.

November 2024: Attend project kickoff meeting with Fahe staff, Members, and other partners. Gather input for project design.

November 11 – December 31, 2024: Attend key meetings and assist in the development of planning materials with the lead consultant.

January 1 – March 31, 2025: Attend and support listening sessions and information-gathering meetings. Assist in drafting and reviewing workplans and reports. Assist in coordinating place-based training sessions for participants.

April 1 – July 31, 2025: Attend meetings and provide input during final reviews of workplans and reports. Continue to support project documentation and reporting requirements.

Preferred Qualifications:

Proven experience in facilitation, particularly in community development or non-profit sectors.

Comfort with remote and/or cloud-based working tools including Zoom, AI notetakers, Google Workspace, Microsoft SharePoint, etc.

Experience in leadership development, workforce training, and/or non-profit housing organizations.

Familiarity with the Appalachian region and its unique challenges and opportunities.

Adequate availability to complete the project scope.

Submission Details:

Interested facilitators should submit a proposal that includes the following:

Cover Letter: Introduction to the facilitator and their relevant experience.

Resume: Include a detailed resume which provides examples of relevant experience. If there is supporting evidence you would like to provide, please attach these items to the resume.

All services must be completed by July 31, 2025.

Please submit via email to traviss@fahe.org by November 4, 2024. When submitting, please use the subject line "**Fahe VITAL Facilitator**". Fahe will confirm submissions are received and respond promptly with a timeline for review and final selection.

Compensation: Facilitator compensation has a budget cap of \$11,500 for the full extent of the project period. This role will require a commitment of 6-8 hours per month in various capacities throughout the 9-month planning process.

Conclusion: Fahe looks forward to collaborating with facilitators who share our commitment to fostering resilient and thriving communities in Appalachia. Your expertise will be invaluable in helping us gather the insights needed to develop an analysis of workforce systems with a plan for replicating proven workforce development initiatives that addresses the region's most pressing challenges and creates lasting positive impact.

For any questions or further information, please contact Traviss Witt at traviss@fahe.org or 859-288-2126

Meet Our Partners

- **Federation of Appalachian Housing Enterprises — Kentucky**
 - As a purpose-oriented Network of 50+ diverse community-based nonprofits serving the Appalachian states of KY, TN, VA, WV, MD, and AL, Fahe has cultivated the deepest-reaching platform to connect investment to boots-on-the-ground leadership throughout one of the most difficult places to serve in the country. Each of Fahe's Members are staffed by local leaders who understand the need and local capacity of their communities. As Fahe is Member-owned and -governed, when the needs of Members and their communities change, so do Fahe's strategies and priorities. While Fahe is located in and directly serves the Appalachian region, it also focus on advocacy and systems change on a national stage to increase the level of investment in the nations' most underserved communities.

- **HOMES, Inc.—Kentucky**
 - HOMES, Inc. has been in existence since 1984 as the Whitesburg Home Repair Program (a home repair service program operated by the Mennonite Central Committee) and East Kentucky Housing Development Corporation (an affordable housing corporation in existence since 1967) merged to provide affordable housing to low-income families in Letcher County, Kentucky, and surrounding counties that have significant needs.

- **Housing Development Alliance (HDA)—Kentucky**
 - The idea that became the Housing Development Alliance began in the minds of a group of devout eastern Kentucky women on a mission to help their community. With the help of a grant, they started a local food bank and formed an organization called Hazard-Perry County Community Ministries. In 1994 Scott McReynolds was hired as HDA's Executive Director, and since then, HDA has grown into a multi-faceted and highly respected nonprofit organization. Driven by a strong desire to improve our community, HDA has met the housing needs of over 2,900 people, while providing a much-needed economic boost to the local economy.

- **Hazard Community and Technical College- Kentucky**
 - Hazard Community and Technical College empowers students by providing equitable educational opportunities that lead to student success, rewarding careers, and community enhancement, inspiring hope and transforming lives through progressive educational opportunities. Hazard Community and Technical College is a member of the Kentucky Community and Technical College System serving the needs of Southeastern Kentucky.
- **Appalachia Service Project (ASP)—Tennessee**
 - ASP provides one of the most rewarding structured service opportunities in the nation — bringing thousands of volunteers from around the country to rural Central Appalachia to repair homes for low-income families. Since 1969, ASP have made homes warmer, safer, and drier for families and provided transformational service experiences for volunteers. Each year, more than 15,000 volunteers serve with ASP, providing critical repairs for more than 350 families.
- **Mountain T.O.P.—Tennessee**
 - Mountain T.O.P provides direct services and organizational support to address severe housing issues in Tennessee. Since inception, Mountain T.O.P. has been driven by the core belief that everyone should have a safe, healthy, decent home. From building entry steps and wheelchair ramps to replacing roofs and re-wiring homes, Mountain T.O.P. is alleviating, with the hope of eliminating substandard housing in seven counties. Since 1975, Mountain T.O.P. has thrived as a strategic community partner, and focuses on reducing substandard housing, supporting lifelong learning and leadership, and promoting overall wellness.
- **Knoxville Leadership Foundation (KLF) — Tennessee**
 - Knoxville Leadership Foundation is a charter member of the Leadership Foundations (LF) Global Network which impacts 42 cities around the world. KLF were instrumental in the establishment and development of Leadership Foundations 20 years ago. KLF has been connecting the greatest needs in our city with the resources necessary to see people and communities thrive for over twenty-five years.

- **Open Door Community (formally HOPE, Inc.)—Virginia**
 - Helping Overcome Poverty’s Existence, Inc. (HOPE) was incorporated in 1993 with a primary mission of fulfilling the challenge of its name – to reduce the conditions contributing to poverty in southwest Virginia. Mountain Shelter, Inc. (MSI) was incorporated in 1992 with a primary mission of enabling lower income and disadvantaged families to achieve solutions for sustaining affordable housing. In July 2007, HOPE and MSI merged into one entity and maintained the name HOPE, Inc. A vision to bring about new and creative delivery of services was adopted resulting in a bigger impact on clients and local communities. Open Door Community breaks generational poverty through enhanced food security and housing affordability
- **New River/ Mount Rogers Workforce Development Board (WDB) —Virginia**
 - The New River/Mount Rogers Workforce Development Board (WDB) is made up of representatives from regional employers, education, organized labor, community-based organizations, economic development and federally required One-Stop Partners. The WDB also acts as a coordinator/convener for the region’s workforce system to interface with economic development and the business community. The board was formed to facilitate and coordinate workforce initiatives, enabling economic growth and increasing the standard of living of the citizens that reside in ten counties and three cities in Southwest Virginia. NRMWDB seeks to Promote an educated, skilled, technologically competent and adaptable workforce to better serve our communities and future generations.
- **Coalfield Development—West Virginia**
 - Coalfield Development seeks to reinforce resilient rural communities with socially, environmentally, and financially thriving economies which create community conditions for all kinds of people to unlock their full potential. This is accomplished by facilitating personal, professional, and academic growth for people facing barriers to employment. Coalfield Development believes in developing the potential of Appalachia through the triple bottom line: people, planet, and profit, rebuilding the Appalachian economy from the ground up and setting the foundation for a stronger, more resilient Appalachia.

- **West Virginia Community Hub (The Hub) —West Virginia**
 - In 2009, The Hub was founded by a small group of passionate, committed community development leaders who saw an opportunity to establish a new, innovative approach to catalyze community growth and transformational change in rural areas of West Virginia. Today, the West Virginia Community Development Hub supports West Virginians with the tools and training they need to lead and spark positive change in their hometowns and across the state. The Hub approach is twofold; Coach volunteer community leadership teams to build sustained development in rural communities and grow the overall community economic development system in West Virginia through collaborative partnerships.

- **West Virginia Women Work – West Virginia**
 - Founded in 2000, West Virginia Women Work strives to help women explore, train, and secure employment in nontraditional occupations, especially the skilled trades. WVWW provides a wide range of technical assistance services for apprenticeship programs, employers, and training providers. WVWW technical assistance includes Best Practices Trainings, diversity recruitment & retention services, and customized workplace training. West Virginia Women Work help organizations create a work environment that promotes inclusion and respect through building authentic partnerships and creating inclusive communities.