

Request for Proposal: 2019 GPNP Summit

The Forbes Funds, a supporting organization of the Pittsburgh Foundation, focuses on building the management capacity of human service and community-based nonprofits to increase their impact individually and collectively. A program of the Forbes Funds, the Greater Pittsburgh Nonprofit Partnership (GPNP) is a growing coalition of 450 nonprofit organizations from a twelve-county region in southwestern Pennsylvania. GPNP strengthens and unifies the nonprofit sector by providing public policy analysis, education, advocacy, and services that meet the current needs of the nonprofit sector.

In 2019, The Forbes Funds will host GPNP's biennial summit, which brings together leaders from across public, private, and nonprofit sectors to catalyze collaborations and partnerships for social change. The 2017 Summit attracted over 1,200 registrants who came together to improve our region on a range of issues too complex for any single sector to solve, such as food security, health, equity, and safety. GPNP's Summit is the largest conference of private, public, and nonprofit organizations in southwestern Pennsylvania.

We are looking for proposals to fulfill temporary contract position(s) to plan, coordinate, execute, and evaluate the 2019 GPNP Summit, typically a \$350,000 operation. We are seeking proposals from individuals experienced in project management, event planning, fundraising, marketing and communications. Contract position(s) begin February 2019 and end approximately November 2019.

Goals for the 2019 GPNP Summit:

- Incorporate evidenced-based approaches in sessions and keynotes
- Encourage cross-sectorial development of initiatives
- Promote local to global applications
- Catalyze diverse, inclusive, and transformational actionable activity
- Develop community scorecards & regional dashboards
- Foster strategic collaborations

Duties & Responsibilities:

PRE-EVENT	
<i>Event Planning</i>	<ul style="list-style-type: none">• Establish date• Lead brainstorming with Forbes Funds staff and stakeholders to establish event goals and objectives (theme, title, tagline)• Enlist and manage a team for achieving tasks (with backup staffing)• Create master project management plan• Determine measurements of impact
<i>Fundraising</i>	<ul style="list-style-type: none">• Establish fundraising plan with projected revenue goal• Estimate costs and create a budget• Develop sponsorship package• Identify and pursue corporate sponsors and foundation support• Manage fundraising efforts as they relate to costs and funding goals

	<ul style="list-style-type: none"> • Secure sponsor giveaways (logos, printed materials, gifts) • Determine sponsor floor plan for event tabling • Track event costs (venue, food, staffing, credit card/check purchases, supply costs) • Develop and manage ticketing through Eventbrite (attendance goal ~1500)
<i>Venue</i>	<ul style="list-style-type: none"> • Book Venue Space • Determine layout (registration, breakout rooms) • Coordinate food vendor with venue space • Order and arrange A/V Equipment for lobby and each session • Determine parking cost & communicate to attendees • Recruit volunteers for registration, room monitors, and note takers of sessions
<i>Program</i>	<ul style="list-style-type: none"> • Decide workshops/sessions • Secure Keynote Speakers and session facilitators, as well as accommodations • Develop surveys for each session • Create event script (MC, speaker introductions, thanks, closing, etc.)
<i>Marketing</i>	<ul style="list-style-type: none"> • Develop itinerary and program of daily schedule • Develop marketing plan (publicity & advertising) • Set up media/communications strategy <ul style="list-style-type: none"> ○ Develop material (newsletters, blog posts, ads, etc.) ○ Develop & execute messaging on social media • Set up website for Summit itinerary
DURING EVENT	
<i>Event Management</i>	<ul style="list-style-type: none"> • Coordinate volunteers and available staff for set up, registration, clean up, and troubleshooting • Ensure necessary materials are available for registration (nametags, pens, etc.) • Manage technology & A/V system • Confirm media attending • Ensure meeting materials and reader boards are in place
POST EVENT	
<i>Follow-up</i>	<ul style="list-style-type: none"> • Gifts for speakers • Thank you notes to sponsors, volunteers, speakers, presenters
<i>Collecting Data</i>	<ul style="list-style-type: none"> • Develop, plan and distribute survey • Develop list of outputs and outcomes for summit
<i>Actionable Results</i>	<ul style="list-style-type: none"> • Develop plan to perpetuate momentum from Summit into projects/collaborations • Organize willing participants into committees • Record and display collaborations via dashboard • Follow up and communicate with developed partnerships

The Forbes Funds will be accepting proposals until February 1, 2019. Applicants can expect a response on or before February 7, 2019. Please submit your proposal to Hannah Locop, GPNP Program Manager, at locoph@forbesfunds.org.