

About the Organization

The Partnership for Nonprofit Excellence was created in December 2006 by The Community Foundation Serving Richmond and Central Virginia. By its definition, a partnership brings a spirit of cooperation to address a common goal and the recognition that we can learn from and support each other through the common experiences that bind us. In the past, several programs in the Richmond area, housed under different entities, had been working to meet the diverse needs of the community. The Partnership brings together the programs of **Especially for Nonprofits**, **ConnectRichmond**, **Hands On Greater Richmond**, and **Consulting Services** under one umbrella to ensure that all volunteers, staff, and board members across the region have access to resources critical to the success of Richmond's nonprofit network.

The Partnership aims to meet the organizational and technical needs of individual agencies and to improve the collective strength of the region's nonprofit sector through a focus on the following four core areas:

- **Professional growth and development:** The Partnership seeks opportunities to offer low-cost, high-quality educational opportunities for nonprofit staff and volunteers. This is achieved through the Especially for Nonprofits (ENP) program offered as part of the Virginia Commonwealth University's Office of Community Programs. Website: <http://www.community.vcu.edu/programs/nonprofit/index.html>
- **Communication resource network:** The Partnership promotes resource sharing and communication within the nonprofit sector through ConnectRichmond. ConnectRichmond is a central point of access to local information, data, resources, and communication channels for citizens interested in building a stronger community. Website: www.connectrichmond.org
- **Volunteerism:** The Partnership supports efforts to engage volunteers in community service through Hands On Greater Richmond which connects individuals and groups to one-time volunteer projects with local nonprofits. Website: <http://www.handsongr.org>
- **Consulting Services:** The Partnership provides technical assistance to nonprofits by helping them identify and address issues, strengthen their core skills and capacities, and gain insight, knowledge, and experience to solve problems and implement change. This is achieved through the Organizational Consulting program which provides an assessment and coaching approach that will advance operating excellence for nonprofits. The pilot program begins in Fall 2008.

About the Project

The Partnership for Nonprofit Excellence (PNE) is launching a Board Training and Development Program with the goal of improving nonprofit governance through volunteer and leadership development. We envision a 3 part process:

- Training workshops to familiarize participants with the expectations and roles of board members.
- Working closely with local nonprofits to help them identify their leadership needs.

- Developing a board bank that will match pre-qualified (i.e. those who have attended the training) candidates with local nonprofits seeking new board members.

Project Scope and Requirements

The Partnership is seeking consultants to develop a flexible board development curriculum (both stand alone and turnkey) to educate participants about the basic roles and responsibilities of board service. We anticipate that the training module will be offered three times a year to the general public and an additional 3-4 times a year to leadership groups, corporate partners, and possibly existing nonprofit boards.

We require the following:

- The consultant delivers a customized board training curriculum developed for the exclusive use of The Partnership for Nonprofit Excellence. This should include participant workbooks, participant handouts, and assessment tools. The intellectual property rights would belong to the Partnership.
- The consultant develops and facilitates a comprehensive Training of Trainers (TOT) program on the board training curriculum for Partnership staff. This should include all necessary training materials, resources, and handouts.
- In the initial stages of the project, the consultant will be required to facilitate the board development training. After the implementation of the TOT, the consultant may be asked to facilitate the training from time to time. Partnership staff would also facilitate at times.

Target Audience

1. Members of the general public who are interested in serving on nonprofit boards.
2. New members of nonprofit boards.

Constraints on Budget, Schedule and Design

- The board training will be delivered as two short workshops. Each of these workshops will be between 2 to 2.5 hours in duration and will generally be held in the evenings unless offered within another organizational structure. The first workshop will address the basic roles and responsibilities of board service while the second workshop will build on the topics/concepts covered in the first workshop. The board training curriculum should reflect this requirement.
- The fee structure for facilitation is approximately \$500 for the delivery of the two workshops. The pricing structure for the development of the board training curriculum and the development and facilitation of the Training of Trainers program will be negotiated with the consultant. Proposals should include proposed pricing for curriculum development and the Training of Trainers program.
- We aim to launch the first board development training by the end of the year.

Deliverables:

- Profile of organization and statement of qualifications including curriculum development and training experience, nonprofit expertise, and knowledge of nonprofit board functioning.
- Board development curriculum concepts and topics including learning objectives and methods.
- Timeline for design, development, and delivery of board development curriculum.
- Timeline for design, development, and delivery of training of trainers program on the board development curriculum.
- Pricing structure.

If you are interested, please submit the proposal via email by Wednesday, October 15th, 2008 to:

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