



Sustainable Urban Forests Coalition (SUFC) Convener Request for Proposals

The Sustainable Urban Forests Coalition (SUFC) is seeking a Convener to act as the central point of contact to manage SUFC. This competitive solicitation is in response to the Coalition's renewal of a federal agreement with the USDA Forest Service.

By serving as the central project director for all coalition activities, the Convener is the "glue" that keeps the Coalition's diverse membership moving forward in a coordinated and cohesive fashion to advance the SUFC mission. As the only compensated role, the Convener will work closely with the volunteer SUFC leadership to ensure the Coalition provides value to its members, and fulfills its commitment to funders and supporters, including the USDA Forest Service.

About SUFC

SUFC is the nation's largest network of nonprofits, businesses, associations, foundations and others working together to advance sound, effective urban forest policy and practices.

Our broad and growing membership represents urban planners, educators, arborists, landscape architects, public works and utility associations, air and water quality experts, foresters, scientists, healthcare professionals, tree care companies, landscape and nursery associations, conservationists and community advocates.

SUFC's Mission

We convene and mobilize a network of diverse organizations to foster thriving communities through healthy urban and community forests.

SUFC members collaborate to:

- Advocate at the national, regional, local and neighborhood levels to increase tangible support for urban forests.
- Leverage resources and knowledge among a growing team of organizations promoting healthier, more resilient communities.
- Educate diverse audiences about the value and need for healthy trees in our cities, towns and suburbs.

SUFC's Value Proposition

The Sustainable Urban Forests Coalition (SUFC) holds the common belief that thriving, vibrant communities grow from healthy natural systems. SUFC serves as a unifying and amplifying voice to speak up for policies, research, education and technologies that promote resilient urban and community forests. SUFC's value lies in leveraging the collective breadth and depth of our members' programs and expanding the network of urban and community forest advocates. Our members each operate unique and successful programs, cultivating networks that reach into communities nationwide. SUFC provides a unified, science based voice on key urban forestry issues – the catalyst for success now and in the future. SUFC members and partners join or support SUFC for the unique relationship building and collaborative opportunities it creates.

For more information about SUFC and its members, visit www.sufc.org

Convener Duties and Responsibilities

The Convener manages the day-to-day operations of the Coalition, serves as the key point of contact for the Coalition to members and the public, and is responsible for implementing tasks and overall operations of the Coalition as set by the Steering Committee with oversight from the SUFC Chair and Vice Chair. The Convener is responsible for the following:

ENGAGE LEADERSHIP

1. Hold regularly scheduled calls with SUFC's Steering Committee or Chair and Vice Chair to discuss implementation of SUFC's Strategic Plan and terms of SUFC's federal agreement via: (1) SUFC events, calls, and meetings and (2) communication and outreach to SUFC members, potential members, and the public.
2. Track progress on the Strategic Plan and USDA Forest Service Agreement and communicate progress toward benchmarks for Steering Committee discussion and review.
3. Establish and maintain effective communication within and among all committees and working groups to ensure efficiency and coordination.

MANAGE EXTERNAL COMMUNICATIONS

1. Maintain and update SUFC's website and social media feeds and oversee related vendors.
2. Respond to public inquiries about SUFC and engage the press where authorized to do so by the Steering Committee.

3. Cultivate a strong external network among potential members, supporters, and partners to expand advocacy efforts and awareness of the Coalition's policy priorities.

MANAGE MEMBER AND STAKEHOLDER ENGAGEMENT

1. Maintain and regularly update the database of Members, Partners and Affiliates and other stakeholders.
2. Provide regular communication on vital issue areas to those in the database via multiple communication methods including electronic newsletters, emails, and webinars.
3. Recruit new SUFC member organizations from diverse fields and maintain existing membership including annual dues payments, in partnership with the Steering Committee.

PLAN AND MANAGE EVENTS AND FACILITATE NETWORKING

1. Coordinate and facilitate two annual in-person Steering Committee meetings.
2. Plan and execute all aspects of the Annual Meeting and the accompanying evening reception.
3. Represent SUFC at urban forestry events with networking opportunities.
4. Plan meetings or sessions at other groups' meetings and other facilitated networking of SUFC.
5. Plan meetings and calls and facilitate networking and communication for any subcommittee, taskforce, working group or interest group of the Steering Committee.
6. Organize SUFC-hosted events ranging from the annual reception and meeting to policy sessions and webinars.

PROMOTE POLICY AND MEMBER ADVOCACY

1. Monitor legislative, regulatory and legal developments on issues of importance to the coalition, including the preparation of policy briefs and talking points.
2. Attend national or regional meetings and conferences, and participate or present on SUFC policy initiatives as requested, in collaboration with the Policy Work Group and other SUFC Members.

MANAGE FINANCES AND BUDGET

1. Act as the primary contact for all funders and provide grant reports as needed.
2. Work with the Fiscal Agent and Grant Manager to oversee all fiscal matters, including contracts and grants.
3. Invoice and collect dues from SUFC Members and Partners in coordination with the Fiscal Agent and Grant Manager.
4. Review all SUFC expenditures and process for approval and payment.
5. Review monthly budget and facilitate communication between SUFC leadership and fiscal agent.

In no more than four pages, please provide the following:

- Candidate name and affiliated organization/corporation/etc. (if applicable)
- Office address (Please note: Washington, DC-based candidates are preferred)
- Resume(s)
- Proposed budget
- A brief summary of how the candidate will achieve the duties and responsibilities outlined above
- Professional references
- Other information relevant to this request

Proposal due date: November 28, 2023

Note: Hybrid interviews will be held the first week of December (2023) for those candidates selected for further review.

For additional information or questions, please contact SUFC Chair, Rachel Holmes (rholmes@tnc.org) or Vice Chair, Keith Wood (kwood@stateforesters.org).

The Sustainable Urban Forests Coalition is an equal opportunity employer and is committed to diversity in the workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sexual orientation, gender, gender identity, national origin, age, disability, veteran status, or other characteristics protected by law.