



**Request for Qualifications
Development Coordinator
June 28, 2018**

The Lower Connecticut River Valley Council of Governments (RiverCOG) in conjunction with the Lower Connecticut River Land Trust (LCRLT, a 501(c)(3)), is seeking proposals for a Development Coordinator.

Responsibilities for an initial fee would include finding further funding to support the position and its program for at least a 3 year period. The 3 year project would support the Coordinator to contribute to the capacity of the LCRLT and the Lower Connecticut River and Coastal Region Land Trust Exchange (LTE) organizations; assist member land trusts of the LTE in training and planning for their Annual Fund drives and special event activities; and support regional efforts in land stewardship and acquisition while not competing with local fundraising activities. Please submit initial fee requirement with the proposal.

Information regarding the organizations listed above can be found at www.rivercog.org and www.lcrlandtrustexchange.org .

A complete response shall include:

- Qualifications;
- Proposal with approach to fundraising;
- Initial fee request;
- References; and
- Timeline.

Proposals will be accepted via email, disc, drive, or post no later than noon on Friday July 13th.

Proposals may be submitted to:

Eliza LoPresti
Lower Connecticut River Valley Council of Governments
145 Dennison Rd.
Essex, CT 06426

By Email to: elopresti@rivercog.org

Please submit questions in writing to elopresti@rivercog.org . They will be posted with responses at <http://www.rivercog.org/currentRFQ.html> . The identity of persons submitting questions will not be posted.

Selection Process

All responses to the request for proposals received complete and on-time will be reviewed on the basis of experience with similar projects, ingenuity in approach and execution, cost, and timeline. Responses received after the stated deadline may be rejected.

The RiverCOG reserves the right to reject any or all responses to the RFP.

Consultant Selection / Approval

A contract will be executed between RiverCOG and/or LCRLT and the selected consultant dependent on the successful negotiation of a scope of work and budget.

Contract Compliance Requirements

The contract to be awarded is subject to laws of the state of Connecticut.

Addenda and Supplements

In the event that it becomes necessary to revise any part of these instructions, a supplement to the instructions will be posted to <http://rivercog.org/currentRFQ.html>. RiverCOG encourages potential RFP respondents to check this page regularly.