

## **Retreat Planning and Facilitation Request for Proposals**

### **Project Overview**

Harm Reduction Coalition seeks an experienced individual or team of consultants to plan, facilitate, and support major components of our upcoming visioning and strategy staff retreat. The meeting will involve approximately 45 people and will take place over 2-3 days in the continental US in mid-May, 2020. A successful retreat will include:

- Trust and cohesion-building among staff
- Identification of organizational values
- Creation of cross-team working agreements
- Finalized/Updated strategic priorities from 2018
- Creation of a high-level plan (goals & objectives) to implement strategic priorities
- A balanced agenda that allows ample opportunities for team members to connect with one another and downtime for self-care practices

### **Scope of Work**

A successful proposal will incorporate the three areas described below, and demonstrate how we will move from discussion about organizational values to working agreements/norms to strategic priorities.

- Responsible for co-designing the retreat program with a pre-determined committee of HRC staff:
  - Convene, listen, draft, refine, assign work, and finalize the retreat program.
  - Work closely with a cross-team committee that will provide feedback on emergent retreat plans.
  - Ensure appropriate preparation for each day of the retreat.
  - Facilitate sessions as determined by the retreat program with the potential to draw on HRC staff to lead specific sections of the agenda.
- Provide guidance for on-site logistics including thinking through the look and feel of the space as a whole ie, is it a great space to be in for 2-3 days? Identify options for spatial design as determined by the retreat program.
- Lead a post-retreat debrief process including a discussion and document containing lessons learned for future retreat committees.

### **Timeline**

March 16 – June 30, 2020

### **Criteria for Selection**

Applicants will be selected based on the following criteria:

- Previous experience with designing and facilitating high-level meetings that achieve the goals of the team and organization.
- Demonstrated strength in front-of-the-room facilitation: clear, compelling, insightful at reading a room, nimble and able to adapt to group needs. Excellent communicator and relationship builder with individuals and groups.
- Strong equity lens, commitment to undoing systemic societal and workplace oppression, and skill navigating complex dynamics around identity.
- Demonstrated experience working with value-driven organizations of similar national scale, complexity, public brand, and profile.
- Track record of exercising the highest level of confidentiality and judgment.
- “Heart and head:” Demonstrated ability to design a balanced retreat that can drive rigorous intellectual and emotional work.
- Experience leading hard conversations in a way that does not cause harm.
- Embodies values that align with HRC values including racial and gender equity; balancing work and self-care; social justice orientation; participatory approach to problem-solving and visioning; community-centered; holds space for alternative communication methods including, but not limited to, oral and visual story-telling.

### **Organization Overview**

Harm Reduction Coalition is a national advocacy, capacity-building, and grantmaking organization that promotes the health and dignity of individuals and communities who are affected by substance use through five core programs:

1. harm reduction policy and advocacy
2. training and capacity building on overdose prevention, hepatitis C and HIV prevention and treatment, syringe access expansion, and the US opioid crisis
3. grantmaking to organizations seeking to implement harm reduction services and policies
4. national and regional conferences
5. online and print publications and resources

These core programs are grounded in our North Star Statement: Harm Reduction Coalition creates spaces for dialogue and action that help heal the harms caused by racialized drug policies.

People who currently use or have a history of substance use, current or former sex workers, people of color, women, members of the LGBTQIA+ communities, people living with HIV/AIDS and/or hepatitis C, and people who have experienced housing insecurity are strongly encouraged to apply.

**As an equal opportunity employer, Harm Reduction Coalition views the experiences associated with these identities as assets in this role and within our organization.**

### **Proposal Guidelines**

Using the link below, submit a brief project proposal that includes:

- Background: Name, title, and contact information
- Experience: Tell us about your relevant experience. Resumes and CVs will be accepted provided they include relevant experience.
- Approach: In two pages or less, briefly explain how you would work with us to design, facilitate, and support our upcoming 2-3 day off-site retreat.
- Cost and availability: Include an estimate for the hourly rate in your proposal and any limitations on your availability. We anticipate the project will require five or more hours per

week in the weeks leading to the retreat, as well as full-time availability during the retreat itself. The debrief portion of the scope of work must be completed within 30 days of the retreat. Travel expenses will be reimbursed by the organization.

- References: Include previous clients that HRC may reach out to as references, including their contact information.

Only applicants who are being considered will be contacted--please do not call or email.

[Click here](#) to apply for this opportunity.

Please note this is a short turn around for applications so we will review proposals on an ongoing basis until the position is filled. Once filled, we will notify anyone who submitted an application and remove the posting from our website.

This request does not in any way commit Harm Reduction Coalition to enter into partnership with any organization.