



Building Capacity Through Collaboration

Scope of Work for Strategic Plan Implementation Contractor

The Greater New Bedford Youth Alliance (“the Alliance”) plays a crucial role in bringing together youth service providers and other stakeholders to create a shared vision and collaborative, efficient, and effective systems to address the needs of youth and their families. Under its Strategic Plan, the Alliance is seeking to develop more capacity to fulfill its mission and support its members. To that end, this Scope of Work outlines the priorities and methods with which the Alliance needs assistance to implement.

The Alliance currently has a part-time Facilitator contractor who will continue to provide administrative support to the Alliance and work with the Implementation contractor pursuant to the work plan contained in Item 1 below.

The work described below will be carried out by a contractor (not employee) under the oversight of the Alliance’s Executive Committee. The work will require both in person and online meetings. Compensation is \$4,000 monthly. The expected timeline is 12 months from date of executing contract, with expected resulting total compensation of \$48,000.

1. Develop and Manage the 2026 GNBYA Work Plan

Working with the Executive Committee, other Alliance committees, and the Alliance Facilitator, develop a work plan to advance key strategic and operations activities of the Alliance. This will include generating 2026 outcomes the Alliance wishes to pursue, strategies and actions to accomplish them, and roles and responsibilities of committees, the Alliance Facilitator, and members in carrying them out. This will be reviewed at monthly GNBYA meetings and updated on a quarterly basis based on progress, lessons learned, and adaptations needed in consultation with the Executive Committee. Deliverable: 2026 work plan within six weeks of contractor start date, monthly progress reports, and quarterly reviews/updates as needed.

2. Assistance with Determining the Alliance’s Future Organizational Structure

The contractor will gather the information needed for the Alliance to determine what organizational structure would best serve its mission, goals, membership ethic, and the needs of the community. This information will include research relating to youth services, youth alliances and coalition efforts,

interviews with Alliance members and other key stakeholders (including New Bedford area youth and family members), and individuals with experience at other youth serving alliances, coalitions, and organizations. In the course of this work, the contractor will explore with Alliance committees, Alliance members, the Alliance Facilitator, the SouthCoast Community Foundation, and other stakeholders how the Alliance can continue to grow its leadership role in the community and build stronger relationships with key stakeholders. Deliverable: A report containing the information collected, including an executive summary, and a range of organizational structure options for the Alliance to consider. The timeline for this work will be incorporated in the 2026 Work Plan.

3. Resource Development

The contractor will research, identify, and create a fundraising plan and schedule for the Alliance in collaboration with its fiscal sponsor, the SouthCoast Community Foundation. Upon approval of the plan, the next steps to support the plan, including potential ghost writing, will be determined in partnership with the fiscal sponsor and a representative from the Alliance. The focus will be on sustaining the Alliance's growth at least for the next three years. Funding sources can include but are not limited foundations, corporate, government, and individuals. Deliverable: A fundraising plan, a boiler plate application for operational support, and then monthly updates on applications submitted and funder relationships being developed. The timeline for the fundraising plan and comprehensive application will be incorporated into the 2026 Work Plan. All deliverables for this must completed in compliance with the fiscal sponsor's guidelines for fundraising.

Qualifications and Skills

- Extensive knowledge of nonprofit leadership, management, and organizational design, preferably including with respect to the youth services and collaboration/coalition field.
- Proven success in project management, funding, and relationship-building.
- Track-record of consensus building
- Excellent verbal and written communication writing skills.
- Excellent research, interview/dialogue, interpersonal, and consensus building skills.

Application Process and Deadline

Please provide the following by email by January 9, 2026, to David Prentiss, Review Committee Chair, dprentiss@nbsymphony.org.

- Your contracting philosophy and description of areas of expertise.
- Examples of successful projects in helping organizations achieve strategic vision, funding growth, and development of organizational capacity.
- Resume/curriculum vitae
- Three organizational references with contact information.