REQUEST FOR PROPOSALS: COMMUNICATIONS COORDINATION

Virginia Conservation Network (VCN) seeks an experienced events coordinator to assist with our annual Conservation Lobby Day for the month of January 2027.

BACKGROUND

About Virginia Conservation Network

Virginia Conservation Network (VCN) began as a roundtable of major conservation groups and has grown to include over 170 Network Partners across the Commonwealth. VCN is committed to building a powerful, diverse, and highly coordinated conservation movement focused on protecting our Commonwealth's natural resources. VCN is a facilitator of strategic action, a resource for Network Partners statewide, and a constant conservation presence in Virginia's Capitol. Playing a unique role in Virginia's conservation community, VCN helps the community speak with one coordinated voice. The organization and its staff focus on strengthening the conservation community as a whole and winning environmental victories that benefit all Virginians.

VCN has an Outreach Team overseen by the Director of Communications and joined by the Director of Operations & Fundraising and Communications Manager. This team oversees events, the execution of our DEIJ Workplan, Partner Engagement, and public resources and outreach.

SCOPE OF WORK

VCN seeks a part-time Events Coordinator from Jan 1 -Jan 31 to support our annual Conservation Lobby Day. The position will be supervised by the Communications Director.

Primary Responsibilities include:

Event Coordination

VCN has developed a clear timeline and delegation of responsibilities for our event. The Coordinator will be trained to use our event platform, GlueUp.

See Appendix A for more detailed responsibilities for the event.

- Conservation Lobby Day
    - Bottom-line scheduling for all legislator-constituent meetings, manage the co-host committee in scheduling meetings
    - *See Appendix A*
    - *See last year's event post*

BUDGET

We will compensate the consultant at a monthly rate of $2800 for approximately 15-22 hours/week.

PROPOSAL SUBMISSION REQUIREMENTS

Proposal Deadline: Dec 4, 2026

Format of Proposal:

- Resume
- Portfolio of Event work, if applicable
- Anticipated weekly availability

CONTACT

Ask questions and send submissions via email to Nicole Vaughan, Director of Communications and Outreach, at nicole@vcnva.org.

SELECTION CRITERIA

Proposals will be evaluated based on:

- Previous experience with similar nonprofit events
- Familiarity with the conservation community
- Familiarity with online software, including Google Suite and Customer Relationship Management Systems

Decisions will be made by December 11th.

Contract Timeline

Start week of January 1th-31st, 2027.

Must be available Jan 27th for Conservation Lobby Day.

APPENDIX A

1. PRE-EVENT LOGISTICS AND PREPARATION

A. Reporting and Communication

- Communication: Provide VCN staff updates on event developments

- Cost Tracking and Approvals: Monitor expenses and stay within budget, seeking approval from the supervisor for any major changes.
- Coordination: Attend weekly meetings with the Planning Committee.

B. Vendor Management

- Serve as the primary liaison with vendors, including location host, caterers, audiovisual, and supplies as needed

C. Guest Management

- Manage the online registration process via GlueUp
- Manage ticketing and ensure smooth check-in for attendees.
- Draft and schedule predetermined updates to registered guests under VCN staff guidance
- Work with staff to create all attendee packets and add-on orders to be given during registration on-site

D. Schedule meetings

- ***Primary responsibility:*** Ahead of the event, schedule 15 minute meetings with legislators to meet with their constituents throughout Conservation Lobby Day

2. EVENT EXECUTION

A. On-Site Coordination

- Assist VCN staff to set up the venue, ensuring that all décor, signage, registration desks, AV equipment, etc., are in place and properly arranged.
- On the event day, work with VCN staff to manage vendors to ensure everything runs smoothly, including checking that all services are delivered as expected.
- Keep track of the event timeline and ensure that everything happens on time, including coordinating transitions between different segments of the event (e.g., speakers, meals, entertainment).
- Handle any last-minute issues or emergencies that may arise during the event.
- Manage the work of all volunteers throughout the event

B. Guest Experience

- Manage the event check-in process, ensuring that attendees receive their tickets, name tags, or other necessary materials.
- Ensure there are services available for guests, such as coat check, information desks, or special accommodations for VIPs or people with disabilities.
- Manage the flow of guests between sessions, during meals, and at registration
- Communicate real-time updates to key participants including staff, co-hosts, volunteers, and guests through group messaging platforms.

3. POST-EVENT ACTIVITIES

A. Breakdown and Cleanup

- Ensure the venue is cleared, all rented items are returned, and the space is left clean and undamaged after the event.
- Send thank-yous to participating legislators