



Request for Proposals for Lead Facilitator for the Food Security Network

Background and Purpose

The Food Security Network of Boulder and Broomfield Counties (FSN) seeks proposals from qualified consultants or independent contractors within the **Boulder-Broomfield County area** to provide facilitation, coalition development, and strategic coordination services in support of Colorado's most collaborative, innovative, and community-driven food systems coalition. The selected contractor will provide professional facilitation and coalition support services designed to advance **FSN's** bringing together nonprofits, government agencies, schools, healthcare, businesses, producers, community members with lived experience, and community leaders to build a food system where everyone has equitable access to nutritious, culturally relevant foods.

The Food Security Network (FSN) is a backbone organization and regional coalition serving Boulder and Broomfield Counties. We believe lasting food security comes from changing systems—not simply responding to crises. FSN is a fiscally sponsored project of Trailhead Institute.

Scope of Work and Deliverables:

Core Deliverables

The contractor will be expected to provide services that may include:

Coalition Leadership

- Plan and facilitate monthly coalition meetings.
- Prepare agendas and meeting summaries.
- Support participation from diverse community stakeholders.

Strategic Coordination

- Develop annual work plans aligned with the [Food Action Plan](#) and coalition priorities.
- Coordinate implementation of coalition priorities.
- Identify opportunities for systems-level collaboration.

Policy & Systems Change Support

The contractor may be expected to produce:

- Quarterly policy opportunity scans.
- Stakeholder engagement plans.
- Facilitation of policy-related coalition discussions.
- Nonpartisan policy briefing materials and presentations.
- Research and written recommendations regarding systems-change opportunities.

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Community Engagement

- Conduct stakeholder engagement activities.
- Facilitate listening sessions and community conversations.
- Provide recommendations based on community input.

Communications and Reporting

- Prepare periodic updates, reports, and presentations.
- Communicate coalition accomplishments and lessons learned.
- Create and distribute quarterly progress reports.

Resource Development

- Identify and pursue funding opportunities.
- Development of grant proposals and partnership opportunities.

Project Management

- Coordinate multiple collaborative projects simultaneously.
- Track progress and outcomes.
- Support partner organizations in shared initiatives.
- Keep projects moving without owning every piece yourself.

Qualifications:

- Ability to provide deliverables in commonly used business formats and communicate electronically with coalition partners.
- Access to internet, when needed for project duties and communication.
- Must be willing and able to travel independently throughout the assigned region using own method of transportation, as needed.
- Able to attend meetings and events scheduled by coalition partners, including occasional activities outside traditional business hours.
- Bilingual Spanish/English strongly preferred
- Ability to work with translation and interpretation services.
- Demonstrated commitment to inclusiveness, health equity, and reduction of health disparities.
- Experience (preferred but not required) in coalition and/or network leadership; Community organizing; Food systems; Collective impact; Nonprofit leadership; Community development; Public policy; Facilitation; Project management
- Ability to accomplish deliverables within established timeframes.
- While we welcome applicants from all educational backgrounds, this contractor position prioritizes lived experience as it aligns with the duties above over educational experience.



Submittal Requirements

The selected contractor will serve as an independent contractor and not as an employee of the Food Security Network or Trailhead Institute.

The contractor shall determine the methods, means, sequence, and schedule used to perform services, subject to agreed-upon deliverables and deadlines.

Contractors are responsible for their own taxes, insurance, licenses, equipment, and business expenses except as otherwise provided in the contract.

Timeline and Contacts:

2 -Week Application review will start upon receipt.

Desired start date: As soon as **9/7/2026**

Please submit a letter of interest, resume and 3 work/project-based references to
BoulderBroomfieldFSN@gmail.com

Please **include the following** information in your application:

- a. Letter of interest, including:
 1. Brief description of individual
 2. Areas of expertise and/or living experience
 3. Experience working in facilitation, collaboration and community-led coalition work
 4. Contact information
- b. The anticipated budget for this engagement is approximately \$98,000 to \$110,000 annually.

Please submit required materials in any format, as long as all information requested is included. Food Security Network reserves the right to request additional written or oral information to supplement all written statements of qualifications or proposals, to reject any and all proposals and statements of qualifications and accepts no responsibility for the cost of proposal preparation.

Contract

Food Security Network anticipates an initial **12-month** contract, with an option to extend.

Termination of Contract

The contract may be terminated by mutual agreement in writing or it may be terminated at any time by either party by delivery of a sixty (60) day written notice to the other party.

The Food Security Network and Trailhead Institute are dedicated to providing equal opportunities for all contractors based on job-related qualifications and ability to perform a job, without regard to age, sex, race, color, veteran status, religion, disability, sexual orientation, gender identity, marital status or national origin. The Food Security Network and Trailhead Institute actively support working with businesses owned and led by women, people of color, people within the LGBTQ+ community, immigrants or refugees, people with disabilities, and people from low- or moderate-income backgrounds.

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