



NEW JERSEY HIGHLANDS COALITION

508 Main Street, Boonton, New Jersey 07005

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www.njhighlandscoalition.org

Situation

The New Jersey Highlands Coalition (Coalition) is requesting proposals from consultants with experience working with non-profit organizations to assist it in preparation of a three-year strategic plan.

The Coalition was incorporated in New Jersey in September 2006, established a new Board at its first Annual Meeting that year, adopted its Bylaws then (since modified and readopted, copy attached), and received its 501c3 in January 2007.

The mission of the Coalition is to promote protection, preservation, and enhancement of the water, forests, wildlife, farmland and other natural, historic and cultural resources of the New Jersey Highlands, to enhance the sustainability of natural and human communities, and the quality of life for current and future generations.

The Coalition's membership is presently made up of 40 non-profit organizations, small, medium and large, active within New Jersey's Highlands in environmental and historic spheres of interest and influence who together make the organization's policy decisions, as well as nearly 275 current individual members. There are three fulltime and two part time staff members and the Coalition has an annual budget of \$370,000 supported primarily by grants. Our Board is made up of 19 trustees and has seven active Committees (soon to be eight).

A maximum budget of \$10,000 has been established for this consultancy which should begin in early 2010 and take no longer than 18 months.

Tasks to be accomplished

The strategic plan should guide the decisions and actions of the Coalition, continue development of the Coalition and plan for its future.

At a minimum, the final strategic plan will address:

- A review of mission, goals and objectives;
- A review of current and anticipated organizational strengths and challenges;

- A review of the unique relationship between the Coalition and its organizational members;
- A review of current and potential programs;
- A review of current and potential financial challenges;
- A review of current and future potential staff for programs;
- A review of the succession planning and Board governance needs of the Coalition.

How to submit a proposal

Interested people should submit the following no later than 5:00 p.m., January 11, 2010 to Julia Somers, Executive Director, New Jersey Highlands Coalition, 508 Main Street, Boonton, NJ 07005 or julia@njhighlandscoalition.org. If there are questions, please call Julia at 973-588-7190 x1.

- (1) A proposal describing your qualifications (or the qualifications of the team of consultants) and how the tasks described above would be carried out;
- (2) A firm estimate of fees to be charged and an estimate of expenses that would be incurred;
- (3) Resumes of all consultants who would be involved in the project;
- (4) Names, phone numbers and contact people at three non-profit organizations who have been your clients during the last 18 months whom we can call upon as references;
- (5) Interviews with finalists will be conducted early in February 2010.

December 2, 2009