

Request for Proposals LGBTQ+ Conference Planner

Helpmate, a domestic violence service and prevention organization in Asheville, NC seeks a contractual Conference Planner to oversee all logistics for planning two events. A virtual workshop on creating a business plan, geared to help survivors develop long-term economic independence will be held on two consecutive Saturdays in Summer 2021; this event will require minimal oversight and planning. A two-day event addressing domestic violence impacting LGBTQ communities will be held in either August or September 2021. This event will require considerable time investment.

Scope of Work:

- Work with contracted vendor to oversee logistics for the Business Plan workshop
- Use a Helpmate Webex account to host the Business Plan workshop; ensure that the speaker and attendees have all required information
- Administer post-evaluation for Business Plan workshop to measure attendees knowledge related to key learning objectives
- Submit paperwork required to Helpmate's Finance Director for payment of costs associated with Business Plan workshop (not to exceed \$5,000)
- Convene and facilitate Planning Committee meetings at a frequency and duration determined by the Planning Committee
- Consult with the Planning Committee for requested speakers and topics; when a speaker is not suggested for a particular topic, produce a Request for Proposals to solicit speakers
- Contact and contract speakers requested by Planning Committee members, working within the constraints of the conference budget to form speaker contracts with each identified speaker; obtain Helpmate approval for contracts before presenting to speakers
- Contact and contract vendors requested by the Planning Committee, and producing, and executing vendor agreements, including vendors specializing in self-care; obtain Helpmate approval for contracts before presenting to vendors
- Confirm lunch and refreshment options for conference attendees; obtain Helpmate approval for contracts before presenting to finalizing with hotel/site/caterer
- Produce event schedules and conference materials
- Coordinate materials printing with Helpmate's Development Director
- Coordinate with hotel/site staff about key details, including:
 - Room assignments
 - Audio/visual needs
 - Signage
 - Parking
 - Room rental blocks and payment for attendees who are on scholarship or who otherwise have attendance costs waived
- Develop and distribute (with Planning Committee oversight), scholarship application forms

- Use Eventbrite to provide online conference registration, oversee all registration details and correspondence to include confirmation receipts to registrants and provision of scholarships
- Work with Planning Committee and Helpmate's Finance Director to develop forms to authorize travel reimbursement for 2 members of each LGBTQ Response Initiative Hub Site
- Collaborate with Helpmate's Director of Outreach and Volunteer Programming, Volunteer Specialist and LGBTQ Specialist to determine any volunteer needs during the event (such as staffing the registration table), then secure and train volunteers
- Work with a contracted videographer to record workshop and keynote sessions and produce virtual content from the Symposium (not the Prevention Strategic Planning day) so that additional conference attendees can participate remotely; this can be accomplished through a simultaneous live stream (which is recorded) or a post-conference release of pre-recorded material, at the discretion of the videographer and the Planning Committee
- Collaborate with Helpmate's Finance Director to ensure that all planned activities are allowable under the grant guidelines for the Family Violence Prevention and Services Act and the CARES Act
- Collaborate with the Planning Committee to design a post-event evaluation form that measures increases in attendee knowledge and with a certificate of attendance documenting instructional hours
- Ensure that all conference expenses fall within the identified project budget and that appropriate documentation is submitted to Helpmate's Finance Director in order to process payments for event-related expenses
- Submit monthly invoices with a detailed account of services rendered under the contractual agreement with Helpmate for reimbursement, in compliance with the timeline and process outlined in the Conference Planner Contract
- Other conference-related tasks as needed to ensure the overall success of the LGBTQ Services and Prevention Planning Symposium, as defined by Conference Planner, Conference Planning Committee and/or Helpmate staff.

Compensation:

The compensation for this work will be a \$12,000 flat fee, to be paid in monthly installments after receipt of detailed invoices showing progress on activities as outlined above.

Application:

To apply for this contract, please send a resume and a letter detailing your experience with event planning, knowledge of domestic violence and connection with LGBTQ communities to Hiring@helpmateonline.org by noon on May 5, 2021.

Project Overview
NC LGBTQ Domestic Violence Symposium and Prevention Forum

The goal of the NC LGBTQ Domestic Violence Response Initiative (NC Initiative) is to advance the capacity of communities in NC to respond to the needs of LGBTQ domestic violence. The NC Initiative proposes to host a two-day LGBTQ Domestic Violence Symposium and Prevention Forum which has the following three goals:

1. Hold a 1-day LGBTQ Domestic Violence Symposium to disseminate knowledge to Symposium participants about challenges of, and emerging best practices for, preventing and responding to LGBTQ survivors of domestic violence in North Carolina.
2. Hold a 1-day Prevention Forum to initiate development of a multi-year strategic plan for LGBTQ domestic violence prevention in North Carolina through the Prevention Forum.
3. Prior to the Prevention Forum, gather knowledge from the LGBTQ and domestic violence communities in North Carolina about strategies for preventing LGBTQ domestic violence to inform the discussion and planning during the Prevention Forum

Goals, Strategies, Activities

Goal	Strategy	Activity
<p>Disseminate knowledge about challenges of, and emerging best practices for, preventing and responding to LGBTQ survivors of domestic violence in North Carolina.</p> <p>Target date for symposium: August or September 2021 (as planning proceeds we will consider safety best practices and recommendations)</p>	<p>Host a one-day symposium that that shares knowledge learned from members of the NC LGBTQ Domestic Violence Response Initiative and others in the state about how rural and urban communities in NC can advance their capacity to prevent LGBTQ domestic violence and respond to survivors.</p>	<ul style="list-style-type: none"> • Hold pre-symposium planning meetings with NC Initiative members and other key stakeholders • Conceptualize strategies for reaching target audience. The target audience would be individuals representing communities/agencies from across NC, inclusive of rural/urban counties from all regions of the state, that seek to prevent and respond to LGBTQ domestic violence. • Plan symposium logistics (e.g., location) and program (e.g., content and speakers) • Host symposium

Goal	Strategy	Activity
		<ul style="list-style-type: none"> • Conduct follow-up evaluation with attendees to identify their learnings and next actions
<p>Gather knowledge from the LGBTQ and domestic violence communities in North Carolina and beyond about strategies for primary and secondary prevention of LGBTQ domestic violence to inform the discussion and planning during the Prevention Forum.</p>	<p>Building on the NC Initiative’s ongoing community needs assessment, we will collect data from knowledge holders in the DV and LGBTQ communities about (1) risk and protective factors that may lead to future family, domestic, intimate partner, , or sexual violence; and (2) strategies, policies and programs to stop first time victimization and perpetration; and (3) strategies, policies and programs to intervene with those who have been exposed as children or young people to domestic or dating violence.</p>	<ul style="list-style-type: none"> • Hold meetings with NC Initiative members and other key stakeholders to plan knowledge gathering/data collection approach • Identify knowledge holders • Develop knowledge collection materials • Collect knowledge • Analyze knowledge • Prepare summary reports for presentation and use at the Prevention Forum
<p>Initiate development of a multi-year strategic plan for LGBTQ domestic violence prevention in North Carolina through the Prevention Forum.</p>	<p>Host a one-day Prevention Forum, following the Symposium, that brings together a targeted group, including members of the NC Initiative, and other key stakeholders, to initiate development of a multi-year plan for primary and secondary prevention of LGBTQ domestic violence across NC.</p>	<ul style="list-style-type: none"> • Hold forum planning meetings with NC Initiative members and other key stakeholders • Host forum, which includes sharing knowledge gained in goal 2. The forum would involve facilitated discussion to develop strategies and recommendations for prevention work focused on LGBTQ communities. • Develop summary reports for forwarding the action.

Goal	Strategy	Activity
		<ul style="list-style-type: none"> • Hold follow-up conversations/meetings with NC Initiative members and other stakeholders to finalize a strategic prevention plan.

Partners with the NC Initiative are located in Asheville, Durham, Greensboro, and the Outer Banks. This symposium would be the first opportunity that the NC Initiative partners have had to share their expertise in a collective setting, bringing together lessons learned & best practices from the vantage point of domestic violence service providers and other community partners who have actually been doing LGBTQ capacity-building and service work in NC. This is very important as the NC Initiative is a unique group that holds first-hand, experience-based knowledge about LGBTQ capacity-building and victim service work in NC. The proposed symposium provides, for the first time, a unique opportunity for service providers and community partners in NC to learn from their peers about what this work has looked like.

NC Initiative partners are able to provide diverse perspectives about this work, which would appeal to a wide range of participants. Specifically, NC Initiative partners:

- have been working across rural and more urban communities,
- represent agencies of various sizes,
- have incorporated assessment activities and outcome measures to evaluate their work, and
- work in agencies that provide services to several types of communities, including general communities, college/university communities, and LGBTQ communities.