



## REQUEST FOR PROPOSALS STRATEGIC PLANNING CONSULTANT

### Summary

In 2006, The Hopi Foundation formed the Hopi Leadership Program with the purpose of supporting the development and growth of a new generation of leaders in our Hopi communities. The Hopi Leadership Program regularly engages with youth and adult populations by providing educational sessions that strengthen culturally relevant leadership skills for Hopi and Tewa participants. Based on the Hopi reservation, the Hopi Leadership Program utilizes a community based curriculum that is strengthened by local community members who share their cultural knowledge, professional management experience, and leadership skills. Since its inception, the Hopi Leadership Program has grown to provide programming for three program groups under its charge: 1.) The Hopi Youth Leadership Program (HYLP); geared toward students in Jr. High/High School and young adults. 2.) The Hopi Leadership Program (HLP); geared toward working professionals and community leaders. 3.) Hopi Leadership Program Alumni and Hopi Alumni Committee; designed for continuous learning engagements for and advisement from past graduates of the Hopi Leadership Program.

### Strategic Objectives

The Hopi Leadership Program's previous Strategic Plan covered the 2011-2016 timeframe. With several changes external to and within the organization in the past 5 years (including the onset of the Covid-19 pandemic), we have a need to revisit our long-term strategic planning and developing strategic goals for the next 5 years. Our goals for the plan shall include:

- Renewing clarity and vision relative to our organizational mission and program charter;
- Developing a clear process for prioritization and a roadmap for future work; and
- Optimizing the leadership program's capacity, role and effectiveness within our community and the local nonprofit sector.

### Key areas of Focus

The Hopi Leadership Program seeks a skilled and experienced professional to facilitate a strategic planning process for the organization – to review gains made in the last 7 years, retool strategies if needed, and create space for innovation and creativity to meet the mission and objectives of the organization. The Strategic Planning process should engage input from local Hopi Foundation stakeholders including our Hopi Alumni Committee and staff, founding members, key sector partners, volunteers and vested community members many of whom will represent multiple roles in the local community to help us evaluate and plan around the following focal points:

- Reflect and refocus on our Program Capacity to serve our mission through a community asset lens.
- Reflect on the impact of our Community Role in our sector and through our program.
- Identify New Ideas and Strategies that support the HF Mission, HLP Project Charter and our impact in the community.
- Reflect on our program's Resource Development and leveraging of external assets to support our mission and our growing capacity needs.
- Evaluate our rationale and application of Hopi values and priorities.

## Deliverables

A 5-year Strategic Action Plan for the Hopi Leadership Program (2022-2027) to include a final report with the following:

1. Assist in creating a new mission and strategy to activate and engage our Hopi Leadership Alumni.
2. Review and refine our strategies of delivery for the adult, youth and alumni programming.
3. Reflection on capacity needs/goals, impact, leveraging, and values
4. Implementation Plan (Objectives, Tasks, Timelines, Assignments, & Resources Needed)

## Application Process & Timeline

To be considered for this contract, please submit a brief proposal (no more than 5 pages) outlining:

- ✓ Your approach, plans and methods to achieve the deliverables outlined above.
- ✓ Budget to cover all your expenses related to this project.
- ✓ Previous experience and qualifications in strategic planning and facilitation.
- ✓ At least three references for organizations for which you have facilitated a strategic planning in the last 3 years.

Submit proposals via email to:

**Cliff Kaye, Hopi Leadership Program Manager**  
**[cliff.kaye@hopifoundation.org](mailto:cliff.kaye@hopifoundation.org)**

RFP Period:

**September 1<sup>st</sup> – September 21<sup>st</sup>, 2022**

## Review & Selection

The Hopi Leadership Program strategic planning session is scheduled to take place in **October 2022** on the Hopi Reservation in northeastern Arizona. This will include a 2-hour evening introduction to the session on **Friday, October 14<sup>th</sup>** and a full day of strategic planning on **Saturday, October 15<sup>th</sup>**.

Proposals will be reviewed within 5 days of the closing date and may include phone interviews with finalists for this consultant position prior to making a final decision no later than September 30<sup>th</sup>.

## Compensation

Compensation for the entire project will depend on the number of deliverables that can feasibly be addressed within a 1 ½ day session.

## ABOUT THE HOPI FOUNDATION

The Hopi Foundation was founded in 1985 and incorporated under the State of Arizona as a 501(c)3 non-profit organization in 1987. Our basic mission is to *Help People Help Themselves*. The Hopi word *Lomasumi'nangwtukwsiwmani* signifies the process of furthering unity of aspiration blossoming into full maturity over time. We believe in attending to the community in which we live and to the skills of our people. Since its inception, The Hopi Foundation has grown to encompass a variety of community-based programs and initiatives. With its office located on the Hopi reservation The Hopi Foundation serves a wide range of individuals and organizations.