



**NATIVE AMERICAN  
FOOD SOVEREIGNTY  
ALLIANCE · NAFSA ·**

## **RFP: Financial Operations Contractor**

**Issue Date: April 19, 2024**

### **Background**

Native American Food Sovereignty Alliance (NAFSA) is a 501(c)(3) non-profit organization. NAFSA is a national network of Indigenous leaders dedicated to restoring food systems that support tribal self-determination and community wellness. NAFSA supports and promotes Indigenous Food Sovereignty initiatives and uplifts Indigenous Food Sovereignty activists, chefs, farmers, seed-keepers, hunters, fishers, gatherers and land stewards.

Our mission is to support Native communities nationally with advocacy, education, and networking as they revitalize their Indigenous food systems.

Currently, we are partnered with Blue Arrow LLC for accounting, financial policy development, and tax preparation services. To enhance our financial infrastructure and better support our contractor firm's efforts, we are seeking to hire a Financial Operations Contractor who will work closely with our finance team, and with NAFSA Executive Director, Resource Mobilization contractor, Individual Giving Manager, and ISKN Coordinator. This consultancy is expected to last 6 to 8 months, with a workload not exceeding 40 hours per month, and compensation up to \$100 per hour, reflecting the expertise required.

### **Scope of Service**

The Financial Operations Contractor will provide internal support and build the financial infrastructure necessary to assist our accounting contracting group in enhancing our financial operations.

Responsibilities will include:

- Develop and maintain robust financial systems and processes with our financial team.
- Provide strategic financial input and leadership on issues affecting the organization.
- Implement best practices in financial management tailored to the nonprofit sector.
- Ensure alignment between our financial strategy and operational needs.
- Facilitate effective communication and data flow between in-house teams and external contractors.
- Develop record keeping systems and best practices with our financial team.

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- Perform financial analysis and forecasting to assist in strategic decision-making.
- Perform risk management assessment to identify potential financial vulnerabilities.
- Lead grant management and compliance to ensure alignment with funding requirements.
- Lead collaborative budgeting processes involving key stakeholders to enhance transparency and accountability.
- Support our financial team with reporting needs.
- Facilitate meeting with our financial team, NAFSA staff, and NAFSA Board Members, as needed.

### **Key Personnel**

Here are some key NAFSA staff members you may be interfacing with:

- Ted Wright, Executive Director, [ted@nativefoodalliance.org](mailto:ted@nativefoodalliance.org)
- Megan Dwyer, Executive Assistant, [megan@nativefoodalliance.org](mailto:megan@nativefoodalliance.org)
- Marian Bitsui, Director of Communications, [marian@nativefoodalliance.org](mailto:marian@nativefoodalliance.org)

### **Proposal Requirements**

Your proposal should include:

- Qualifications and experience in financial management within the nonprofit sector.
- Demonstrated ability to design and implement financial systems that support complex organizational needs.
- Approach to working collaboratively with both in-house teams and external contractors.
- Detailed timeline and milestones for establishing financial systems and ongoing support.
- Fee structure for the consultancy period, including any long-term support options. Please include your expected compensation within the range of \$40,000 to \$50,000 per annum.
- Confirmation that the engagement will be conducted remotely.
- Biographies and qualifications of the personnel who will be directly involved.
- Examples of previous successful implementations in similar environments.
- Optional: References from past clients, especially in the non-profit sector.

### **Contract Details**

- Duration: 6-8 months.
- Hours: Not to exceed 40 hours per month.
- Rate: Up to \$100.00 per hour, commensurate with the level of expertise required.

### **RFP Logistics**

Proposals must be submitted electronically by April 30, 2024 to [megan@nativefoodalliance.org](mailto:megan@nativefoodalliance.org) and [info@nativefoodalliance.org](mailto:info@nativefoodalliance.org) with the subject line "RFP Submission: Finance Operations Contractor." Proposals will be reviewed by the executive team by May 10, 2024.