

REQUEST FOR PROPOSALS

The Clackamas County Business Alliance (CCBA) is a 501C(6) organization dedicated to the success of employers in Clackamas County, Oregon. The Alliance is soliciting proposals for the management of the association including Executive Director and administration.

The Executive Director and any administrative services are part-time and the Alliance welcomes proposals from companies as well as individuals.

The selection of the winning proposal will be made by the officers of the Alliance, and will be based on the following criteria:

- Experience of person or firm in managing associations
- Knowledge of Clackamas County and the metropolitan Portland area
- Experience of person or firm with Metro and the Oregon Legislature
- Ability to work with other associations and groups
- Record of success
- Familiarity with issues confronting the government and private sectors
- Experience with web sites and social media
- Ability to take CCBA to the next level

Services to be provided include:

- Specific individual to serve as Executive Director
- Day-to-day administrative management including answering phones, preparing meeting minutes, newsletters, member billing and financial record keeping
- Attendance at key meetings representing the Alliance
- Testimony before local, regional and state bodies as necessary
- Preparing and attending monthly meetings of the Board of Directors of the Alliance
- Coordinating with other regional business associations and participating in regional efforts to further the success of members of the Alliance
- Working with the cities, special districts and county government of Clackamas County
- Promotion of membership in the Alliance
- Web site maintenance and updating

The Alliance anticipates that a winning proposal would include approximately 20 hours per week for staffing. The Alliance has budgeted \$3,500 to \$4,500 per month for services and proposals should include a compensation request. Future compensation will be tied to membership growth.

More information about the Alliance is available at our web site www.ccba.biz or by contacting Burton Weast, CCBA Executive Director at burton@ccba.biz.