UW-Madison Center for Community and Nonprofit Studies

**Independent Contractor: Continuing Education Coordinator**

[The UW-Madison Center for Community and Nonprofit Studies](https://commnsknowledge.wisc.edu/) (the “CommNS”) seeks a skilled, creative professional with experience in webinars, event planning with subject-matter expertise in fundraising and development to plan and coordinate the CommNS Revenue Model and Funds Development Continuing Education Series (the “Series”). This Series is a hybrid update with deep roots in a legacy in-person professional conference, the “Fundraising and Development for Nonprofits” which was hosted for over two decades on the UW-Madison campus.

The Series will be launched for the first time in summer of 2022 and will then be an annual event which strives to help professionals in the nonprofit sector and in the field of fundraising and development learn, prepare for the future, and craft plans for their careers and organizations that will incorporate tried and true fundraising and development strategies, and take into consideration compelling and important trends which are likely to impact nonprofit fundraising and revenue models into the future.

We are seeking professionals with the following

* Experience working with online webinar platforms
* Experience with In-person event planning
* Subject-area expertise in nonprofit fundraising and development, and revenue models
* Experience working with a broad range of stakeholders, with diverse generational, geographic, cultural, identity, and professional backgrounds
* Possess strong written and verbal communication skills

Contractor will perform the following:

* Organize a work plan for launch and delivery of the educational series in summer 2022 that will include 6-8 webinars and one in-person event.
* Craft and implement a promotional plan, including a variety of methods and platforms, for a target number of registrants
* Based on the established series curriculum, create and deliver a detailed plan for each event, including coordinating with speakers on content and logistics
* Coordinate registrations with UW Continuing Education
* Serve as the main point of contact for registered participants and speakers.
* Facilitate feedback processes for the events

Contract term: April 1, 2022, through December 31, 2022

Estimated work hours: Total of 150-250 hours, averaging 5-6 hours per week over the contract term.

To submit a proposal, please provide the following by March 18th, 2022:

* A statement expressing your interest in the opportunity and answering the question “how does your past experience and skillset qualify you for this work?”
* Attach your current resume or LinkedIn profile link
* Indicate your hourly rate for services.

If you have any further questions or concerns, please contact Mary Beth Collins (marybeth.collins@wisc.edu). For additional contacts, please contact Kelly Fagin (kfagin@wisc.edu) or Janessa Thao (jgthao@wisc.edu).