



Request for Proposals Executive Administrator Services

Due Date: Wednesday, February 12, 2020, 6:00 PM, PST

About the Golden Gate Business Association (GGBA)

The GGBA has been a leading advocate for LGBT Businesses in San Francisco and the surrounding bay area since 1974.

A 501c6 non-profit, the GGBA's mission is to champion opportunity, development, and advocacy for our LGBTQ & Allied business community. We create opportunity for marketing, networking, procurement, and referral-based business growth; programs that support development of business skills and expertise through workshops and seminars; and we advocate for positive economic, social, and political change.

Project Overview and Scope

GGBA is seeking a part-time, contract, Executive Admin to work with the President and Vice-President to ensure information flows correctly and timely. **Expected workload to be approximately five (5) hours per week on average with potential to grow into more hours**

Duties include:

- Oversee bi-monthly Newsletter creation and sending
- Assist with tracking RFP's
- Email interaction with contractors
- Assist with content writing / proofing
- Post to social media on behalf of the organization
- Transcribe notes into blog posts
- Assist in scheduling

Target Audience

Target audience is GGBA's members, partners, sister organizations, and the LGBTQ+ and Allied Business Community. The GGBA audience is comprised of people of diverse sexual orientations, genders, nationalities, and ages; a common thread is their dedication to embracing diversity and opportunity.

Project Requirements

- Ability to work in Pacific Time Zone business hours
- Ability to attend a weekly, 30 minute meeting by phone with President and Vice-President
- Ability to communicate by phone, by text, and by email
- Provide approximate work hours needed to complete task(s)
- Provide timeline for when completed project(s) can be expected

Skills Needed

- Proficiency in Google Docs, Gmail, Google Calendar
- Proficiency in Social Media (Facebook, Instagram, LinkedIn)
- Attention to detail
- Attention to multi-task and complete tasks on time
- Ability to follow direction, ask questions, and add input based on your personal experience and expertise
- Proficiency in WordPress is a plus

Submission of proposals

Please submit a PDF of your proposal to RFPTaskforce@ggba.com . All submissions are due by Wednesday, February 12, 2020 by 6:00pm PST, and must include the following

1. Letter of interest
2. Membership status in GGBA, other LGBT Chambers of Commerce, and/or other LGBT professional associations
3. LGBTBE Certification Status
4. Fee schedule, any/all discounts provided given our 501c6 non-profit status, and any amount of fee you are willing to donate to the GGBA as in-kind donation
5. Personal bio and/or profile of you or your firm with listing of specific, relevant experience for the last three (3) years
6. Three references of current/past clients

Process and Schedule

- RFP Released: Wednesday, January 15, 2020
- RFP Submissions Due: Wednesday, February 12, 2020, 6:00pm PST
- Finalist Interviews: Week of February 17, 2020
- Designer selected: Week of October 22, 2020

General Provisions

Any contract awarded as a result of this RFP will be awarded without regard to age, citizenship, color, creed, physical or mental disability, economic status, education, ethnicity, family responsibilities, gender identity and expression, genetic information, health status including HIV status, height, housing status, marital status, matriculation, national origin, physical appearance, race, religion, political affiliation, pregnancy, sex, sexual orientation, union membership, veteran status or other unlawful factors, with respect to recruiting, hiring, job assignment, promotion, discipline, discharge, compensation, training and other terms, conditions and privileges of employment and contracting.

Questions concerning this request for proposals should be addressed to
RFPTaskforce@ggba.com

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