REQUEST FOR QUALIFICATIONS
Community Engagement Manager,
Nevada Future of Learning Network
DECEMBER 2022

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<th>RFQ Number</th>
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<td>RFQ Description</td>
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Introduction
In partnership with the Nevada Department of Education and Ed.Xtraordinary, KnowledgeWorks is supporting the development of a shared vision for the future of learning in Nevada and the implementation of a personalized, competency-based learning system. As part of this work, KnowledgeWorks is embedding support for the development of a sustainable, community-driven network and related strategies to foster ongoing, inclusive engagement and shared learning with educators and other key community groups.

To support this work, KnowledgeWorks is looking for a part-time consultant to support the development and growth of the Nevada Future of Learning Network. Through a one-year contract, the community engagement manager will coordinate outreach, engagement and ongoing communication for the Nevada Future of Learning Network in partnership with educators and education advocates throughout the state. This critical role will help build relationships, champion community voices and help individuals and organizations get involved in shaping the future of learning in Nevada.

About the Nevada Future of Learning Network
Nevada’s pre-k-12 education system strives to meet the needs of every learner. The Future of Learning Network is bringing Nevadans together to make this vision a reality. Together, we will make connections, build capacity and realize a bold vision for the future - one where our pre-K-12 system ensures every learner thrives.

In 2021, Nevada educators, young people, families, businesses and community members came together to imagine the future they desire and began to create action plans to get there. Creating the Nevada Future of Learning Network is an important first step. By working together, we can accelerate momentum towards a more equitable education system.

Supported by the Nevada Department of Education, the Nevada Future of Learning Network seeks to connect Nevadans to opportunities to design and learn together. With the community-developed Nevada Portrait of Learner as the guiding vision, the Nevada Future of Learning Network will bring Nevadans together to shape statewide systems and structures. The Network will also connect educators and schools with a community of professional learning support to advance personalized, competency-based learning.

The Nevada Future of Learning Network will build upon the relationships, learning and vision developed through the Nevada Competency-Based Learning Network, 2020 Nevada Blue Ribbon Commission.
2021-22 community visioning conversations, state-wide action plan for growing personalized, competency-based learning and the new Nevada Portrait of Learner Project.

About KnowledgeWorks

KnowledgeWorks is a national nonprofit advancing a future of learning that ensures each student graduates ready for what’s next. For more than 20 years, we’ve been partnering with states, communities and leaders across the country to imagine, build and sustain vibrant learning communities. Through evidence-based practices and a commitment to equitable outcomes, we’re creating the future of learning, together.

Background

While versions of personalized learning and competency-based learning have been around since the turn of the century, putting these approaches together at a system level has been in practice for less than a decade. The modern resurgence in popularity for these approaches comes as a response to the urgent need to improve students’ postsecondary and career readiness, foster deeper learning and more equitable learning outcomes for each student and produce future-focused education systems.

In 2014, KnowledgeWorks released the District Conditions for Scale: A Practical Guide to Scaling Personalized Learning, based on interviews with close to 30 leaders in the field. The District Conditions began to lay a blueprint for personalized, competency-based learning, an intentional and explicit combination of the two approaches. Starting with the district as the unit of change, KnowledgeWorks continued to build a systems-level approach in which policy conditions, vision-setting and supports at the state level complement multi-district initiatives.

KnowledgeWorks is now engaged in state-level implementation support of personalized, competency-based learning in Arizona, Ohio, North Dakota, South Carolina and Nevada. Each of these engagements began through a different set of definitional events, are in different stages of implementation and have different approaches to scale and spread.

The work in each of the states is built on a personalized, competency-based learning foundation that includes:

- **Prioritizing an equitable system of learning** for each learner, with an emphasis on the most marginalized learners
- Recognizing that a volatile present calls for a **strategic use of foresight** and future-oriented solutions
- **Advancing policies to assist learning communities and states** to meet the current uncertainties by building resiliency and flexibility into the system
- Creating a broader, **more well-rounded view of student achievement** that focuses on academic rigor and skills, as well as addresses future-ready skills, student agency and whole child indicators
- **Forging strong partnerships** with state, community, district, school and classroom leaders, and customizing timing order and types of support to meet their needs and interests

- **Assessing impact** throughout the engagement and using both formative and summative data to improve outcomes or make course corrections as necessary

- **Building the capacity of educators and leaders** to sustain long-term progress toward the vision

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**Project Overview**

**Project Scope**
KnowledgeWorks is looking for a part-time consultant to support the development and growth of the Nevada Future of Learning Network. Through a one-year contract, the community engagement manager will coordinate outreach, engagement and ongoing communication for the Nevada Future of Learning Network in partnership with educators and education advocates throughout the state. This critical role will help build relationships, champion community voices and help individuals and organizations get involved in shaping the future of learning in Nevada.

With support from KnowledgeWorks network advancement and advocacy teams, the community engagement manager will also help co-design an approach to building a sustainable network that will connect and support educators and other constituents working to create a preK-12 system that meets the needs of every learner.

Key responsibilities include:

- Collaborate with NDE, KnowledgeWorks, Ed.Xtraordinary and other key state-level partners to develop and maintain a stakeholder engagement plan, identifying key individuals, partner organizations and communities for ongoing outreach and relationship development.

- Manage ongoing communications and engagement programs to help grow the network, welcome new voices and encourage participation in Nevada Future of Learning Network events and professional learning opportunities.

- Manage Nevada Future of Learning Network website, social media channels, email newsletter and ongoing campaigns

- Support the facilitation of a Network Leadership Working Group and other network leadership programs focused on building shared ownership of the Nevada Future of Learning Network

- In partnership with KnowledgeWorks, the network leadership team and educator leaders, launch and coordinate the management of online communities of practice for teachers, principals, instructional coaches and district administrators

- Co-design and help facilitate network learning and collaboration opportunities (book studies, problems of practice discussions, advocacy opportunities, etc.)
Suggested Qualifications

- Five years relevant experience, including community engagement, organizing, network management, communications, event facilitation or other related experience.
- Current or recent experience working in partnership with educators, families and learners across Nevada.
- Meaningful connections to people from a diverse set of Nevada communities and backgrounds.
- Experience using social media, email newsletters and other communications strategies to engage a diverse group of audiences.
- Experience using website content management systems, social media platforms, online community tools. Basic photo and video editing skills are a plus.
- Strong project management, organizational and communication skills (both written and verbal).
- Experience with design thinking, network design and/or systems thinking.
- Ability to work independently, prioritize tasks and participate as a collaborative team member.
- Demonstrated commitment to principles of diversity, inclusion, equity and justice.

Anticipated Project Schedule and Deliverables

Starting in February 2023 the community engagement manager will commit 10 hours per week to the Nevada Future of Learning Network team. This commitment has the potential to increase to up to 15 hours per week starting in July 2023 through the end of the calendar year.

The following responsibilities are subject to refinement in partnership with the Nevada Department of Education and KnowledgeWorks.

Ongoing Responsibilities

- Attend regular virtual coordination and planning meetings with KnowledgeWorks, Ed.Xtraordinary and Nevada Department of Education team members.
- Support in-person Nevada Future of Learning Network meetings and events as needed.
- Maintain community engagement plan and coordinate ongoing outreach and relationship development.
  - Regularly assess and update stakeholder engagement goals in partnership with NDE, KnowledgeWorks and Ed.Xtraordinary.
  - Assign and ensure ongoing tracking of stakeholder outreach with various team members. Develop targeted messaging and supportive communication tools, as needed.
- Coordinate network marketing and community engagement activities.
  - Manage a content and engagement calendar for regular email newsletters, event invitations, social media campaigns and other network engagement opportunities.
- Manage Nevada Future of Learning Network website, social media channels, email newsletter and ongoing campaigns
- Co-design and help facilitate network engagement activities (book studies, advocacy opportunities, on-demand learning reflections, etc.)

**February – March 2023**

- Develop a community engagement plan and process
  - Identify key individuals, partner organizations and community groups for ongoing outreach and relationship development for various NV Future of Learning Network engagement goals and opportunities
  - Create a process for assigning and tracking outreach with various team members
- Develop and implement an initial social media strategy for the Nevada Future of Learning Network

**February – April 2023**

- Support the development and facilitation of a Network Leadership Working Group
  - Help plan and facilitate a network visioning and engagement strategy session
  - Coordinate participant recruitment, onboarding, calendaring and ongoing communications

**May – June 2023**

- Support the development and facilitation of a distributed network leadership program
- Support the recruitment of key individuals to help build greater engagement with teachers, principals, coaches, district leaders and other key community groups.

**May – December 2023**

- Coordinate network engagement and growth strategies with key community leaders
- In partnership with network leaders and KnowledgeWorks, configure and launch online communities of practice for teachers, principals, instructional coaches and district administrators
**Project Compensation**
This role will be compensated at a rate of $60-$80 per hour, depending on experience. Travel or other project-related expenses must be pre-approved by KnowledgeWorks.

**Requirements for Submission**
By January 11, 2023 at 11:00pm EST, please upload materials via [https://knowledgeworks.egnyte.com/ul/k2RhdjDwj](https://knowledgeworks.egnyte.com/ul/k2RhdjDwj). Filenames must include the RFQ number and your name and/or organization’s name. Please review the following expectations, project details, and directions in order to submit your qualifications for consideration.

**Application Materials**
Submit the following required documents, separate PDFs preferred:

1. Narrative of no more than 2,500 words, answering the following questions:
   a. Describe a successful community engagement, advocacy, networking event or communications program you have led or supported. What was the goal, your role and the outcome?
   b. What experience do you have working in partnership with educators, community organizations, families and/or learners across Nevada?
   c. How have you made meaningful connections with people from a diverse set of Nevada communities and backgrounds?
   d. How do you approach coordinating community engagement activities across multiple team members and partners?
   e. What experience do you have with communications technology, such as social media platforms, online communities, email marketing tools and website content management systems?

2. Professional resume (no more than two pages; including full contact information)

3. Up to three work samples that demonstrate your relevant experience.

4. Three professional references including name, title, organization, phone number and email address.

**Scoring Criteria**
Submissions will be scored only if they include all necessary components, as detailed under Application Materials. Submissions that meet these requirements will then be assessed based on the included scoring rubric.

**Submission Timeline**
- RFP/RFQ distributed: December 16, 2022
- Proposals due: January 11, 2023
- Interviews, if needed: January 20-27, 2023
- Decision communicated by January 30, 2023
- Work commences: February 8, 2023 (pending contract finalization and consultant availability)

**Questions**

We ask that you do not directly contact any employee of KnowledgeWorks about this RFQ during the solicitation and review process. Applicants must submit any questions about this RFQ and scope of work no later than January 6, 2023 to KWOpportunities@knowledgeworks.org. Submitted questions will be answered on a rolling basis but no later than January 9, 2023 via an FAQ document, which can be found [here](#).