

## Recovery Coordinator Request for Proposals

### **Background and information:**

The Pagosa Springs Community Development Corporation (CDC) was founded in February of 2010. The CDC stemmed from what was previously the Archuleta Economic Development Association (AEDA). The CDC received the last of the AEDA assets from Cloman Industrial Park in December of 2010. Region 9 Economic Development District held an MOU with the CDC to help establish their economic development priorities in the community and to establish an administrative relationship with the Pagosa Springs Area Chamber of Commerce who has been serving as the administrative branch of the CDC since 2015.

The Pagosa Springs CDC recently completed a strategic plan identifying the hiring of an economic development professional as a key goal. Funding has become available through the Economic Development Administration (EDA) to support an economic development recovery coordinator for up to two years to assist in post-COVID economic recovery. This scope of work is modeled after a similar effort just concluded in neighboring San Juan County. The Pagosa Springs CDC Board of Directors feels confident that this funding will allow the Pagosa Springs CDC to lead recovery efforts, accomplish their strategic plan priorities and allow them to fully fund and support an economic development professional by the end of the grant. In particular, it will foster private and non-profit partnerships, and assist in recovery planning efforts, to facilitating collaboration, and communication for pandemic response and recovery.

The hired Recovery Coordinator/economic development professional will work closely with the Region 9 Economic Development District of Southwest Colorado (Region 9), the grant fiscal agent; and the CDC Board as well as the Economic Recovery Taskforce including other local leaders, sector partners, resource providers, and employers, to evaluate priority steps for recovery. Every effort will be made to enhance and not duplicate existing activities. Every effort will also be made to align CDC Board economic goals and sustain economic development activities beyond recovery.

The proposed Recovery Coordinator is estimated to be a year to a year and a half contract position with Region 9 that will evolve into an employee position with the Pagosa Springs CDC. The contract will be flexible in length depending on the number of hours worked, the hourly rate and the ability of the CDC to supplement the EDA funding.

### **Scope of Work items for consideration (finalized per the job description)**

- The Coordinator will work with the Community's Recovery Task Force, the CDC Board and other local leaders, sector partners, resource providers, employers, to evaluate priority steps for recovery.
- The Coordinator will identify business; economic and entrepreneurial rebuild initiatives and the measures that should be taken to restore the economic vitality of affected areas.
- The Coordinator will also work on priorities of the CDC organization, as a key goal of the county-level economic development group is to have paid staff and sustain an effective economic development organization to assist the community to navigate future impacts of COVID and other disasters.
- The Coordinator will assist community leaders, business owners, and residents in gaining access to State and Federal programs designed to assist with the economic revitalization of affected communities, and help to identify and apply for state and federal grants that may be available.
- Help community identify and fill in economic development core area gaps so that business recruitment can occur.

### **Application Process and Selection Criteria:**

Interested applicants should include a resume, references and letter of introduction to be no more than 5 total pages including attachments. All proposals should be submitted via e-mail or hard copy, sealed in an envelope, to Laura Lewis Marchino at [laura@scan.org](mailto:laura@scan.org) or to Region 9 EDD, 135 Burnett Dr. Unit 1, Durango Colorado 81301, no later than 5pm, September 18, 2020. All proposals must have Recovery Coordinator in the email subject line or written on the envelope.

Proposals shall be evaluated on the following criteria as it pertains to the scope and needs of this project presented in a clear, organized manner:

- a) Resume Qualifications – proven communications skills including written and verbal expertise, current computer skills, education and or experience.
- b) Experience within Archuleta County or other similar mountain communities
- c) Partnerships/collaboration experience – documented personal history of productivity through teamwork and collaboration; or working through multiple organizations with a community mission.
- d) Project/economic development experience – proven accomplishment of project completion, organization and efficient follow-through as well as economic development related work.
- e) Provide relevant (professional and personal) references

<b>Criteria</b>	<b>Points</b>	<b>Score</b>
<b>Resume qualifications</b>	<b>30</b>	
<b>Experience in like communities</b>	<b>10</b>	
<b>Partnership /Collaboration experience</b>	<b>10</b>	
<b>Project/economic development experience</b>	<b>30</b>	
<b>References</b>	<b>20</b>	
<b>TOTAL SCORE</b>	<b>100</b>	

All questions should be directed to:

Laura Lewis Marchino  
Region 9 EDD  
[laura@scan.org](mailto:laura@scan.org)  
970-247-9621

Following the evaluation of all applicant proposals, Region 9 EDD will notify all responders no later than the week of September 28, 2020.