

**Boston Harbor Now**

**Request for Proposals**  
**Consultant**

**Plan Development for Volunteer Programs**

**RFP Issue Date: November 22, 2017**

**RFP Due Date: December 8, 2017**

**Questions:** Questions from potential bidders should be submitted in writing to Jack Murray by 5PM on December 8, 2017 [jmurray@bostonharbornow.org](mailto:jmurray@bostonharbornow.org) and will be answered in writing or with a follow up call as needed.

**Interviews:** Interviews are anticipated the week of December 18, 2017

Boston Harbor Now is a nonprofit founded in 2016 from the merger of The Boston Harbor Association and the Boston Harbor Island Alliance. Our sole focus is realizing Boston Harbor's potential to benefit our city and region. Everything we do involves partnering with public agencies, community leaders, businesses and other non-profits.

Boston Harbor Now works in partnership with others in the public, for profit, and non-profit sectors to plan, advocate and activate a thriving waterfront, harbor, and Boston Harbor Islands National and State Park.

Boston Harbor Now's comprehensive approach to the harbor prioritizes equitable public access through parks and open spaces; well-designed infrastructure and ferries; maritime industry and other marine-related economic drivers; mixed-use and mixed-income climate-resilient waterfront development; programming that promotes recreational and educational uses; and maintenance of the clean harbor.

**Location:**

This Project is located in Boston Massachusetts

## **Background:**

The creation of Boston Harbor Now was driven by the need to make a bold impact on a rapidly evolving Boston Harbor, islands and waterfront. In collaboration with our public and private partners, we are working to reestablish Boston as one of the world's great coastal cities.

The scope of this contract is to assess current volunteer efforts and complete a high priority program plan by which to guide Boston Harbor Now's efforts in the management of its volunteers into the future. The plan should include recommendations on the creation of a revenue generating corporate volunteer program and should take into account current programming and coordination and development of group volunteerism in partnership with Park Partners such as The Friends of the Boston Harbor Islands, Save the Harbor Save the Bay, and the Friends of the Harborwalk. It should also consider individual volunteer programs, especially on Spectacle and Georges Islands. Boston Harbor Now currently manages Boston Harbor Now's volunteers by leveraging volunteer support to complete deferred maintenance projects in the park and enhance public open spaces around Boston's Waterfront, Harbor and Islands and in conjunction with National Park Service, Department of Conservation and Recreation, and Friends of the Harborwalk.

Boston Harbor Now on-boards and coordinates volunteers for special events and works closely with the Friends of the Harborwalk and other groups to coordinate harbor-wide volunteer efforts and expand opportunities for engagement through Harborwalk group volunteerism.

Boston Harbor Now on conjunction with the National Park Service is responsible for managing the coordination and development of the Boston waterfront, harbor and island volunteer program by serving as a main point of contact for the park-wide volunteer programs to improve communication between all partners and create a more unified volunteer community.

Boston Harbor Now also works by:

- Collaborating with park partners and common stakeholders to ensure that volunteers have meaningful work
- Serving as main point of contact to streamline communication and create a more accessible and welcoming experience for volunteers
- Managing the recording and sharing of volunteer information and data
- Communicating news and successes between park management and volunteers

- Utilizing volunteer data to identify strategic recruitment and fundraising opportunities
- Connecting individuals and groups of volunteers with Boston Harbor Now's development team to facilitate further opportunities for support
- Engaging new groups in corporate volunteerism, especially companies moving into Boston's Seaport and other waterfront neighborhoods
- Building relationships and increasing engagement with diverse communities in Boston's harbor area
- Developing recognition plans for individual and group volunteers
- Dedicating time to recruiting and building relationships with new groups and established companies and startups that are moving into Boston's Seaport and waterfront neighborhoods and by expanding volunteer opportunities to new companies
- Developing crossover programs with interpretation, stewardship and education to help create pathways for park employment

**Scope:**

Boston Harbor Now is seeking a Consultant to assess and advance our existing volunteer program by:

- Creating a volunteer program plan that defines mission, purpose, partner role and function and relationships and communications protocols required to grow, strengthen and sustain an efficient and effective volunteer program within the context of staffing and organizational changes among key partners, including Boston Harbor Now and its volunteer stakeholder organizations, The MA Department of Conservation and Recreation, The National Park Service and The Boston Harbor Islands National Recreation Area.
- Assessing existing opportunities and challenges
- Recommending fiscal and grants management protocols
- Helping to develop cost recovery protocols through volunteer programs as a revenue generators
- Enhanced communications protocols
- Researching successful revenue generating volunteer models within the non-profit sector and developing a business prototype for use by BHN

A robust volunteer base can provide a major work force for the harbor and garner public support for the park through engagement of individual, corporate and community group volunteers. At a time when staff support from other partners is being reduced, the success of this work product will ensure not only a continued volunteer presence on the islands and waterfront, but the improvement and growth of the program, especially in the area of corporate volunteerism.

**Deliverables:**

The contractor shall produce a Volunteer Program Management Plan, which will be used by BHN as a guiding document in the development of a robust volunteer program by incorporating elements described in the scope above.

**Compensation:**

215 hours @ \$75/hour

**Deadline:**

Proposal Deadline is December 8, 2017

Proposals should be submitted to:

Boston Harbor Now  
15 State Street, Suite 1100  
Boston, MA 02109

Attn: Jack Murray

Or by email to

[jmurray@bostonharbornow.org](mailto:jmurray@bostonharbornow.org)