



Contract Administrative Support Request for Proposal: Program and Events Coordination

Purpose

KIPP Foundation, a nonprofit organization that provides tools, resources, training, and development to outstanding educators to lead KIPP Public Schools, is seeking a contractor for short-term administrative support of our signature conference, [KIPP School Summit](#), including logistics leading up to and during the event.

KIPP School Summit (KSS) is a gathering every five years of the entire KIPP Team and Family. Thousands of KIPP teachers, principals, alumni, staff, and supporters will gather for three days of professional development and celebration. Our KIPP champions- 200-300 funders, prospects, corporate leaders, school choice champions, advocacy groups and national education nonprofit organizations, will provide thought partnership on education issues in our Investors & Partners (I&P) programming strand.

Our KSS 2024 will be held in Orlando, FL from July 29-31.

Organizational Background

KIPP, the Knowledge Is Power Program, is a national network of public charter schools of 120,000 students dedicated to preparing scholars in educationally underserved communities for success in college and life. KIPP schools are part of the free public school system and enrollment is open to all students. Starting in 1994 as a middle school program, KIPP has since expanded all grades from PreK through high school. Nationwide, KIPP students complete their bachelor's degrees at three to four times higher rates than the average for students from low-income communities.

For more information about our work and results, visit www.kipp.org.

Project Goals and Requirements

Our goal is for guests to understand One KIPP, our new strategic framework for running excellent schools and driving K-12 academic results, through networking opportunities and bespoke I&P sessions on Tuesday, July 30.

Success for the I&P strand: KIPP champions and all I&P guests:

- Understand One KIPP and are inspired by our students and staff, as evidenced by investing in our work and recommending KIPP to others
- Build relationships with one another and KIPP team members, laying the groundwork for future engagement
- Engage in break out sessions as thought partners and content experts to address challenges facing the education sector

We are seeking a person or consulting firm to collaborate with our team on all advance work for the Investor & Partner Strand of KIPP School Summit. Specifically, this entails:

- **Program design: planning and implementation for the Investors & Partners (I&P) Strand.** Includes outreach to prospective speakers for key content areas (i.e., science of reading, AI in education, college preparation), designing session format (i.e., fireside chat, panel, interactive), and ensuring a strong balance of topics that makes the entire experience engaging



- **Experience: creating a personal, bespoke experience for each guest**, with a focus on top prospects and current KIPP champions
- **Coordination: Working with KIPP Foundation events team for KSS overall, to ensure coordination with the full conference**

Specifically, the selected individual or consulting firm will deliver the following essential services:

Program Planning and Implementation

- Support the KIPP Foundation development team to develop and produce the content for a day-long program for our VIP “Investors and Partners” (I&P) strand. Co-create and implement comprehensive project plans for the I&P strand, including:
 - Design four content sessions on topics recommended by the development team
 - Support the execution of programs by sourcing and confirming speakers, designing sessions and creating materials (e.g., editing speaker bios and headshots, creating PowerPoint slides for speaker and program presentation, writing text copy for website, emails, and newsletters).
 - Serve as a liaison with the Event Design Team (EDO) to manage logistics (e.g., share event details with speakers, collect speaker information, coordinate schedules, track travel).
 - Support with I&P guest travel booking and managing guest details, including bespoke schedules for key stakeholders, to ensure a high-quality experience for guests
 - Support with I&P transportation from airport to hotel as needed, including partnership with EDO transportation vendors
 - Support with program evaluation (e.g., creating and disseminating surveys, aggregating responses, analyzing data) and the continual improvement of program design.
 - Provide on-site support to I&P guests and speakers and manage on-site logistics between guests and the venue
 - Manage master program schedule and calendar of events.
 - Attend virtual meetings and events.

KIPP Foundation Development team will be responsible for the following:

- Invitation outreach to I&P guests
- Working with KIPP regions to invite their board members, donors, and guests
- Follow-up to ensure our Tier one invitees attend
- Lead session design
- Seeking event sponsorships

KSS General Conference Coordination

- Provide administrative and logistical support for a highly regarded, multi-day conference attended by 300+ KIPP stakeholders
- Work with the Development Team and EDO to ensure all monthly conference planning tasks are communicated to staff and partners where needed and all goals are met on deadline
- Coordinate aspects of conference logistics, such as:
 - Planning committee activities and engagement
 - Session selection and planning
 - Plenary speaker preparation



- Small group sessions including any pre-conference activities, including workshops and site visits
- Onsite logistics such as hotels, meals, and audiovisual equipment
- Data entry for all levels of sponsorship
- Assist Development with a variety of follow-up duties after an event including sending thank-you notes and evaluations to session organizers.
- All other duties as assigned.

Required Qualifications

We are seeking an individual or consulting firm with good instincts for program delivery and participant engagement. The successful contractor will be detail oriented, organized, and prepared. We are also looking for a team player who is willing to pitch in where needed and whose approach to their work results in high quality programming for I&P guests. The successful contractor will have previous program management experience and will be able to demonstrate that they are an autonomous self-starter with the ability to manage multiple projects on tight deadlines. The ideal candidate will have many, though perhaps not all, of the following competencies, skills, and characteristics:

- Deep commitment to racial justice and equitable outcomes for all learners.
 - Excellent interpersonal skills and a customer service mindset.
 - Strong project management skills and attention to detail, deadlines, and follow-through, including in program and event coordination
 - Superior communication skills (writing, editing, and presenting).
 - Proficiency in Microsoft Office suite (Excel, PowerPoint, Outlook, and Word).
 - Ability to thrive in a virtual environment as part of a small, close-knit team.
 - Ability to attend KSS in Orlando
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- Experience in philanthropy is preferred, however, personal experience with and a general mindset towards giving is a must.

Stipulations

KIPP Foundation is a 100% remote work environment, and this work may be performed from anywhere in the United States (with the exception of conference attendance). The organization will pay for (or reimburse) the contractor's reasonable travel expenses that are pre-approved by the Chief Development Officer. All material collected and content produced during the project will be wholly owned by KIPP Foundation. The successful candidate will have quality access to internet and their own remote work setup including a computer.

Submission Details

All submissions will be evaluated for thoroughness, cost, and relevant experience alignment to role.

SUBMISSION ELEMENTS

- Name and contact information.



- Relevant qualifications and experience, including experience working on conferences, events or other large convenings with nonprofits, educational institutions or other organizations similar to KIPP. This could be in the form of a resume.
- A cover letter explaining your interest in the engagement and relevant qualifications.
- Your intended approach for this work and your method for tracking progress
- Requested hourly rate.
- Three customer or employer references.

DEADLINE

Submissions will be accepted until the position is filled with a desired start-date of early-March 2024. Priority will be given to submissions received by 5 PM EST on Friday, February 23, 2024. Please submit proposals in pdf format only to Ben Cope, Chief Development Officer, at DevelopmentChief@kipp.org with a CC to procurement@kipp.org. Please include “KSS Program & Events Coordination Consultant” in the email subject line.

For questions, please contact Chris Owens at cowens@kipp.org.