



## **Request for Application**

### **Business Operations Coordinator to the Northwest WI Healthcare Emergency Readiness Coalition (HERC)**

#### **Scope of Work**

1. Be the primary contact with the contracted accounting firm, code and submit invoices for processing in a timely manner.
2. Be the main point of contact for the 501c3 NWWIHERC, Inc., act as the registered agent, and ensure all necessary business policies, filings, and reports are completed appropriately in conjunction with the accounting agency.
3. Attend monthly Board of Director meetings as a non-voting member to report on the budget status to date.
4. Provide all requested documentation in preparation for the annual audit, be available for questions during the audit, review the audit draft and share with the Board of Directors for final review.
5. In conjunction with the HERC Program Coordinator collaborate with other contractors with the HERC for special projects, and subject matter expertise to maintain communication with the Board of Directors and encourage successful completion of their contract deliverables.
6. In conjunction with the HERC Program Coordinator, organize and facilitate a strategic planning retreat with the Board of Directors within the budget year.
7. Look for grant opportunities for the HERC and complete grant writing applications as requested by the Board.
8. Participate in an annual review of Scope of Work for constructive feedback and potential changes to responsibilities.

**Contract Term:** July 1, 2023-June 30, 2024

**Compensation:** \$6000 (\$500 per month)

#### **Qualifications:**

1. Must be part of an organizational member of the NWWIHERC, and not currently serving as a representative on the Board of Directors.
2. Should have familiarity with basic elements of budget development.
3. Experience with grant writing.
4. Ideally has experience with 501c3 operations.

**Submission:** Please submit a 2-3 paragraph summary of your qualifications to:

Brittany Fry, Vice-Chair NWWIHERC, Inc. at [brittany.fry@eauclairecounty.gov](mailto:brittany.fry@eauclairecounty.gov)

**Submission Deadline:** 5:00 p.m. Friday, May 26, 2023.

Thank you for your consideration!