

RFQu 754 Exhibit A



Routt County Board of County
Commissioners Attention: Julie Kennedy,
Purchasing Agent 522 Lincoln Avenue, Suite
30
Steamboat Springs CO 80487

March 13, 2022

Dear Julie:

I read with much interest RFQu #754 for a part-time grant writer to support First Impressions of Routt County. I believe strongly that my qualifications and interests are a perfect fit for this job, and I would love to be considered for the position.

I have more than 27 years of experience in both the local and international nonprofit sectors and have held just about every position you can have within a nonprofit. Three years ago, I embarked on a new chapter in my life by creating Nonprofit Know How, Inc., a consulting business that offers services to nonprofits. This career decision has allowed me to use my skill set to benefit various nonprofits with whatever needs they may have.

Most recently, I served as Interim Executive Director of Historic Routt County for six months and continue to help their new Executive Director with transitional duties. Grant writing is my specialty, along with the management of the grant after it has been received. Currently, I manage the grant programs for Routt County Council on Aging (3 years) and Court Sports for Life Foundation (2 years). My role for both organizations includes researching and writing all grants as well as tracking, financial and other reporting and additional requirements detailed by the granting entity. In short, I take the grant from beginning to end and manage all the details in between.

I am very familiar with how time-consuming writing and managing government grants can be, and I excel in this area. I wrote and manage Routt County Council on Aging's Older Americans Act grant, which is federal and state monies for older adult services. I also wrote and managed two \$250,000 Colorado State Historical Fund grants for Historic Routt County. Both of these entities have exceedingly strict requirements for reimbursement requests, tracking and reporting. I am fully confident that I could quickly learn state and federal grant requirements necessary for First Impressions grants.

I work well with diverse people, partners and organizations. I feel that my communication skills would be an asset to understanding the various needs of the partners who comprise First Impressions and then seeing how each need fits into the big picture. Once I know the full story, I am good at identifying appropriate funders that can fill those needs.

I am very adept at relationship-building with current and potential grantors to assure open, honest and positive relationships for the long-term. My personal connection with many human services grantors already would help me to be ahead of the game for First Impressions.

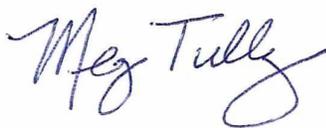
Below are answers to the Evaluation Criteria noted on pages 6-7 of the RFQu.

- a) **Offeror's approach to the project.** Meg Tully, the Principal of Nonprofit Know How, will be responsible for all necessary tasks under the contract agreement.
- b) **Experience.** Please see resume included with this proposal packet.
- c) **Demonstrated ability to complete a thorough and detailed report as required in the scope of work.** I complete exhaustive reports monthly for the Routt County Council on Aging for its Older Americans Act grant. The CO State Historical Fund reporting requirements were second to none in terms of complexity and time commitment. I excel in these types of reports and have much experience handling them.
- d) **Demonstrated knowledge of local conditions and physical proximity to the project.** I am a very quick study and feel I could quickly learn about and advocate for the early childhood issues central to First Impressions.
- e) **References describing quality of previous work, timeliness, diligence, and ability to meet budget and schedule.** Please see a list of 3 references on a separate sheet included with this proposal.
- f) **Agreement to use the Routt County contract as is.** Yes, I am fine with this stipulation.
- g) **Ability to complete project according to project schedule.** Yes, I am able to meet all expectations.

Nonprofit Know How Inc's proposed fee for services is \$70 an hour for 10 hours a week or \$700 a week.

Thank you so very much for your consideration of my proposal. It would be a delight to serve Routt County in such a meaningful way. Given my work with Routt County Council on Aging and the possible addition of First Impressions, I would be able to serve the youngest and the oldest members of our community! How cool would that be?

Warmly,

A handwritten signature in blue ink that reads "Meg Tully". The signature is written in a cursive, flowing style.

Meg Tully, Principal
Nonprofit Know How, Inc.
3005 Village Dr Unit 1
Steamboat Springs CO 80487
Ph: 970-846-4040
Email: megmtully@gmail.com

Meg Tully

Nonprofit Management & Grant Specialist

3005 Village Drive, Unit 1, Steamboat Springs CO 80487; Ph: 970-846-4040 (cell);
Email: megmtully@gmail.com

Objective

- *Seeking a contracted position where I can apply my comprehensive nonprofit and grant management experience, people skills and personal passions to help a thriving organization reach the next level*

Profile

- High ethical standards, positive values, flexible and adaptable with proven leadership skills
- Believer in shared decision-making, open communication, work/life balance and humor
- Big picture thinker, can put ideas into action, quick learner, driven and goal-oriented
- Highly developed writing and organizational skills, can manage many people, projects and partners

Experience and Skills

Grants Management, Organizational Leadership & Fiscal Achievement

- Grant Specialist for Routt County Council on Aging. Duties include maintaining relationships with all grantors, writing and managing grants, researching potential grantors and meeting organizational budget goals annually with regular reports to the Board of Directors. For 2020, grant revenue exceeded budget numbers by 99% (Budget \$265,000 - Grants Secured \$527,000). For 2021, grant revenue exceeded budget by 30%.
- Grant Specialist for Court Sports for Life Foundation (dba Steamboat Tennis and Pickleball). Duties include maintaining relationships with all grantors, writing and managing grants, researching potential grantors primarily for a \$10.1 million capital project. Awarded a \$350,000 grant from Daniels Fund in February 2022. Also manage the Enterprise Zone program.
- Interim Executive Director for Historic Routt County. Duties include overall management of the organization for six months in 2022 and transitional responsibilities to assist new Executive Director.
- Executive Director of Routt County Council on Aging. Primary duties included budgeting and fiscal management, assessment of client needs and service impact, program and revenue growth to meet increased needs, partnerships, outreach, grants management and staff management.
- Initiated creation of Endowment Fund for Routt County Council on Aging that ended its first year with a \$50,000 balance.
- Doubled grants applied for at Routt County Council on Aging and increased balance sheet by more than \$100,000 from year-end 2016 to year-end 2019.
- Executive Director of Historic Routt County. Managed all aspects of operations, including preservation projects, Board development, strategic planning and assessment of progress, fiscal management, event planning, donor management, grants administration, marketing and program management.
- Achieved the Certified Association Executive (CAE) designation, a credential indicating proficiency in the association management field obtained by approximately 3,000 professionals administered by the American Society of Association Executives (June 2008).
- Ensured continued forward momentum of the International Erosion Control Association (IECA), an international 501(c)(3) trade organization, after resignation of 19-year Executive Director. Managed a staff of 11, annual operating budget of \$2 million, 3000 members from 52 countries and a 9-member

Board of Directors as interim Executive Director (May - November 2007).

- Managed daily operations, responsible for performance of all staff, prioritization of work and resources, conflict resolution and strategic plan progress as Operations Director of IECA (2004-2007).
- Established organizational direction by initiating and developing the first strategic plans for IECA, Routt County Council on Aging and Historic Routt County.

Partnerships, Donors, Volunteers, Communications

- Active member of Routt County, Colorado and national organizations that support older adult services: Human Resources Coalition, United Way, Colorado State Unit on Aging, Northwest Colorado Area Agency on Aging, AARP.
- Expertise in developing, implementing and analyzing donor acquisition and retention plans for all sizes of organizations, from 100-member local society to 3,000-member global organization.
- Experience managing numerous volunteer committees for all different types of organizations (Long Range Planning, Chapter Advisory, Membership Team, Past Presidents, Government Relations, Preservation Projects).
- Possess in-depth publications management experience. Served as contract editor of quarterly peer-reviewed trade magazine and several monthly online newsletters.
- Upgraded outdated organization outreach materials by working with graphic designers on concepts, developing copy and selecting printer based on cost/benefits analysis and budget parameters.
- Skilled in developing sponsorship programs and developing and nurturing relationships with sponsors and those who purchase high level memberships.
- Served as principal management consultant for 15 volunteer-run regional Chapters, 10 in the United States and 5 abroad. Skilled in identifying organizational strengths and weaknesses and tailoring support based on specific needs. Developed and conducted live and web-based leadership training sessions, travelled to Chapter events and managed an online Chapter resource center.

Computer Skills

- In-depth knowledge of multiple nonprofit relationship management software programs.
- Microsoft Office applications including: Word, Excel, Outlook, PowerPoint, Access.
- Extensive knowledge of web-based communication tools Constant Contact, Ready Talk and Zoom.
- Proficient with social media mediums such as Facebook, LinkedIn, Instagram and Twitter.
- Familiarity with HTML code for web site design and maintenance of content management systems.

Education

- Leadership Steamboat Class of 2011; Co-Chair of group project, *Bike The 'Boat 2011*.
- B.A. in English, Minor in Sociology: Vanderbilt University, Nashville, TN (1990)
- Paralegal Certificate (with honors): National Center for Paralegal Studies, Atlanta, GA (1994)

Employment

- Routt County Council on Aging: Steamboat Springs, CO (January 2017 – present): Executive Director thru 2019 and contract Grants Specialist starting 2020.
- Historic Routt County: Steamboat Springs, CO (April 2009 – December 2016): Executive Director. Interim Executive Director September 2021 – February 2022.
- Nonprofit Know How: Oak Creek, CO (April 2009 – present): Principal. Consulting company that provides management, grants and administrative expertise for nonprofits.
- International Erosion Control Association: Denver, CO (1995 - 2010): Publications Editor, Interim Executive Director, Director of Operations & Chapter Development, Membership & Chapter Director.
- Past Employment: Copywriter for the *Birmingham News* and the *Birmingham Business Journal* (Alabama); Yellowstone National Park; Steamboat Ski & Resort Corporation



References for RFQu #754

April Sigman, Executive Director

Routt County Council on Aging
1605 Lincoln Avenue
Steamboat Springs CO 80487
Ph: 970-879-0633

Nonprofit Know How, Inc. is Grant Specialist – manages the annual grant program for all grants: operations and programmatic

Loretta Conway, Executive Director

Court Sports for Life Foundation (dba Steamboat Tennis and Pickleball)
2500 Pine Grove Road
Steamboat Springs CO 80487
Ph: 970-879-8400

Nonprofit Know How is Grant Specialist – manages the annual grant program for capital campaign for a new pickleball facility and for programmatic areas

Tim Corrigan, Routt County Commissioner

Routt County Board of County Commissioners
522 Lincoln Avenue
Steamboat Springs CO 80487
Ph: 970-846-0593

Meg Tully was Executive Director of Historic Routt County, and Tim Corrigan was a member of Friends of Crossans. Meg managed two highly complex large grants from the Colorado State Historical Fund to achieve complete rehabilitation of the Crossans Market in Yampa.