



foundation
for advancement
in conservation

**Protecting Cultural
Heritage**

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Request for Proposals Conservation Leadership Summit Project Director

NOTE: The contract award will be contingent on receipt of grant funding. The anticipated official notification date is December 2024 – January 2025.

Deadline for Submission: May 6, 2024

Summary

The Foundation for Advancement in Conservation (FAIC) seeks a visionary consultant to serve as Project Director for the planning, content development, and implementation of a multi-day conservation leadership summit to be held in Washington, DC, in October 2025.

Scope

FAIC seeks to provide leadership training for conservators and allied professionals. The goal of the summit is to initiate a shift in the field toward a more inclusive approach toward the care of our nation's cultural heritage.

Contractor will

- Identify and lead a core planning team
- Work with the core planning team to develop learning objectives and target outcomes for the summit
- Work with site staff at the Smithsonian American Art Museum (and possible other sites, including the National Museum of African American History and Culture) to host the event in October 2025
- Identify speakers and facilitators
- Develop an agenda for the summit
- With FAIC, develop a participant application and review criteria and lead the review of applications for participation and travel stipends
- Work efficiently through e-mail and video/phone calls, sharing and managing draft documents and project communications
- Draft written project progress reports as required by grant funder(s)

FAIC will

- Designate a staff project liaison to coordinate Project Director's work
- Promote the event and application to AIC and FAIC audiences
- Utilize FAIC software platforms, such as OpenWater (applications), SurveyMonkey, and Rhythm (event registration)
- Provide travel stipends to selected participants
- Be available for ongoing consultation on the project and give timely responses to Contractor's requests for information and advice
- Work with Project Director to develop a project budget and ensure adherence
- Submit project progress and financial reports as required by grant funder(s)



Schedule

The Project Director will commit approximately 10 hours per week to the project between January and November 2025, and a smaller number of hours per week between December 2025 and October 2026.

- May 2024 - FAIC selects consultant to receive contract contingent on receipt of funding
- January 2025 - FAIC contracts with consultant
- January-February 2025 – Project Director and FAIC select and FAIC contracts with summit speakers
- March 2025 - FAIC posts attendee application with April deadline
- May 2025 – Project Director oversees attendee application review
- June 2025 – Project Director notifies participants of acceptance; FAIC provides letters of agreement to applicants receiving travel stipends
- July – September 2025 – Project Director finalizes event agenda, plans working groups, coordinates event planning, orders supplies, coordinates travel, etc.
- October 2025* – Project Director oversees Summit in Washington, DC
- November 2025 – Project Director coordinates evaluation of Summit
- December 2025 – March 2026 – Project Director provides written report of Summit
- August – October 2026 – Project Director coordinates impact evaluation

*The Project Director will be expected to travel to Washington, DC, for approximately a week in October to oversee the summit. Travel will be supported by FAIC.

Proposal Format and Requirements

Respondents must furnish an electronic version of their proposal (PDF format preferred), which may be no longer than four pages. Estimated price and terms for services should be included. Please address the following areas in your proposal:

- Experience: Briefly describe recent projects to demonstrate experience relevant to the proposal
- Qualifications: A brief statement on why you believe you are qualified to carry out the project
- Vision: A brief description of your vision for the summit.
- Budget: Your fee for your services to complete the project

Selection

FAIC staff will review all proposals received using the following review criteria: experience/qualifications (40%), vision (40%), fee (20%). We expect to notify all applicants of their status by May 2024. Contracts are contingent on FAIC's receipt of grant funding for this project. No contracts will be awarded until official grant award notifications are made, which we anticipate will be December 2024 – January 2025.

Contact or Questions

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About FAIC

FAIC is a 501c3 foundation created in 1973. Its mission is to save cultural heritage for future generations, protecting it from decay and destruction.

FAIC carries out a wide range of programs to provide continuing education, scholarships, research, publications, emergency programs, and assistance to collecting institutions. Further details can be found on the FAIC website: www.culturalheritage.org/foundation