

# Nevada FCCLA State Administration Request for Proposals (RFP)

## Overview

The Nevada FCCLA Board of Directors is seeking a qualified individual or association management company to provide state administration and leadership services. The primary, required role is Executive Director/State Adviser. Additional, optional service components include Finance/Bookkeeping, Website Management, State Officer Leadership Coaching, and Judge Recruitment.

## About Nevada FCCLA

Nevada FCCLA is a chartered state chapter of FCCLA, Inc., dedicated to promoting personal growth and leadership development through Family and Consumer Sciences education. Recognized as a Career Technical Student Organization (CTSO) by the U.S. and Nevada Departments of Education, Nevada FCCLA is a nonprofit public benefit corporation governed by an elected Board of Directors. The organization operates without direct employees, relying on contracted managers and volunteer leaders.

- **Membership & Reach:** Nevada FCCLA currently operates in 33 schools across three regions with a membership of over 2,816 students.
- **Financials:** The annual operating budget averages \$183,000, with approximately \$100,000–\$115,000 expended annually for contracted services. Operations require processing over 650 financial entries annually.
- **Events:** The state administrator manages and supports multiple events ranging from 20 to 700 participants, including State Leadership Conferences, and National Leadership Conferences.
- **Operations:** The organization recruits 75-100 volunteer judges for 600 competition entries each year and manages 50+ weekly email communications to local programs.

## Scope of Work & Management Expectations

The Executive Director/State Adviser holds overall operational responsibility for Nevada FCCLA's programs, business functions, and mission execution. To streamline operations, the core responsibilities for this role are categorized as follows:

- **Chapter Support & Program Development:** Plan and implement statewide FCCLA programs aligned with CTE standards. Provide instructional materials, technical assistance, and professional development to new and existing chapters. Maintain the state office, including communications, cloud storage, and database systems.

- **Governance & Administration:** Partner with the Board of Directors and Nevada Department of Education (NDE) Liaison to govern state operations. Facilitate board meetings, maintain vendor relations, secure liability insurance, and ensure compliance with state contracts.
- **Marketing, Public Relations, & Liaison Duties:** Serve as the primary liaison between National FCCLA, NDE, and local chapters. Oversee statewide marketing campaigns, website updates, social media channels, and outreach to industry and legislative stakeholders.
- **Conference & Event Management:** Lead the comprehensive planning and execution of all major state and national events (e.g., Webinars, State Leadership Conference, National Leadership Conference). Expectations include budget development, venue and vendor coordination, registration processing, managing competitive events, securing judges, and directing on-site logistics and general sessions.

**Optional Support Services (If Applied For):** Agencies may also apply to provide the following supplementary services:

- **Finance/Bookkeeping:** Manage accounts payable/receivable, financial reporting, 1099/990 preparation, monthly reconciliations, and state grant contract administration.
- **Website Management:** Maintain and secure the state website, domain(s), and digital channels.
- **State Officer Coaching:** Train, coordinate, and mentor the student state officer team, assist with their Program of Work, and facilitate their integration into state conferences.
- **Judge Recruitment:** Cultivate and organize industry leaders to serve as evaluators during state competitions.

## Candidate Qualifications

The ideal candidate or management agency must possess an advanced degree (master's preferred) alongside 10+ years of experience in education, administration, or management. They must demonstrate strong project management skills, financial capability, board relations experience, and an understanding of CTE/CTSO environments or similar education-based nonprofits. Successful completion of a background and credit check is required.

## Application Process & Timeline

Proposals should include applicant information, a qualifications narrative/resume, letters of recommendation/references, a detailed approach to fulfilling the Scope of Work, and a proposed fee structure. Applications will be evaluated on a 100-point scoring system.

- **RFP Issued:** March 2, 2026
- **Inquiry Deadline:** April 3, 2026 at 5:00 p.m.
- **Submission Deadline:** April 15, 2026 by 5:00 p.m. PST via the Nevada FCCLA Board email.
- **Committee Review & Interviews:** April 20 - April 23, 2025
- **Contract Award:** May 1, 2026
- **Contract approved and signed by:** June 1st. 2026
- **Contract Service Period:** July 1, 2025 – June 30, 2026