



2018 Network Advisor Program

Request for Qualifications

June 6, 2018

ABOUT THE CENTER

Launched in 2008, the Center for New York City Neighborhoods, Inc.'s ("the Center's") mission is to promote and protect affordable homeownership in New York so that middle- and working-class families are able to build strong, thriving communities. We support middle- and working-class homeowners at every step of their journey. Since the start of the mortgage crisis, the Center has helped tens of thousands of New Yorkers navigate the challenges of keeping their homes. Our programs help to stabilize homeowners and neighborhoods by providing housing counseling and legal services, along with homeownership-related education and outreach targeted towards owners of 1-4 family homes. Through our Network Programs, we have assisted more than 55,000 homeowners in partnership with nearly 30 housing counseling and legal services organizations (our "Network Partners").

PROGRAM OVERVIEW

The Network Advisor program that the Center administers is a training and technical assistance program that leverages institutional network expertise to encourage and support network building and peer-to-peer learning across organizations. The aim of this program is to not only build individual organizational capacity, but to strengthen the network and its homeowner services and engagement through increased knowledge-sharing and collaboration.

Based on feedback from Network Partners and prior Network Advisors, the Center is reshaping its training program to focus more on knowledge-sharing and collaboration to encourage independent, network-led capacity building and support.

Our goals for the program are to:

- Support proactive relationship-building, collaboration, and standardized best practices for greater network cohesion,
- Recognize leaders within the network, and
- Build the knowledge and skills of housing counselors within our network to better serve at-risk homeowners.

Role of the Network Advisor

There is only one Network Advisor position for the current year. The Network Advisor will be selected from our Network Partners to undertake the role for a one-year period. The Network Advisor, a staff member from the selected organization, will work closely with Courina Yulisa, Senior Program Manager, to implement the tasks described in the scope of work. Some of the tasks can be performed remotely,

with periodic communications with the Center. Compensation will be paid to the applicant's organization. The selected organization will receive \$10,000. The role can be fulfilled by two staff members from different organizations if the applicant proposes to partner with another organization, but in that case the two organizations would share the \$10,000. We reserve the right to adjust the final available amount for this role based on funding availability.

The ideal candidate will have more than three years of foreclosure prevention experience and mortgage lending knowledge; be familiar with the structure of the Center's Network, trainings, and resources; and comfortable with moderating and leading meetings and discussions.

Implementation

Implementation is expected to begin in July 2018.

SCOPE OF WORK

Key tasks and deliverables for the role will include:

- With assistance from the Center, scheduling and organizing four quarterly citywide meetings for housing counseling Network Partners, including announcements on listserv and/or email lists, developing and seeking agenda items or training topics with Network Partners, promoting inclusion of legal services partners, and confirming meeting locations with the Center.
- Creating a document to guide other Network Partners to schedule and organize these meetings on their own.
- Working with the Center to find and secure presenters outside of the network as well as within for quarterly meetings when necessary.
- Moderating the quarterly meetings to ensure the flow of agenda items or topics.
- Soliciting volunteers to take notes at meetings and lead discussions.
- Leading meeting discussions or presenting on training topics when necessary.
- Announcing or presenting any updates relevant to foreclosure prevention and/or preserving affordability and sustainability of New York homeowners in meetings and on the listserv.
- Working with the Center to encourage proactive contribution by the Network in meetings and on the listserv.
- Making yourself available for individual technical assistance questions by housing counseling Network Partners.
- Submitting written recommendations to the Center about how we can better support Network Partners at the end of the grant period based on your experience within this role.

TO APPLY

In order to be considered, all applicants must submit the following in PDF format:

1. A resume or curriculum vitae of the candidate the organization presents for the Network Advisor role, reflecting that the candidate has had more than three years of experience in foreclosure prevention/intervention.
2. A cover letter from the candidate(s) or organization explaining their qualifications, related experience and why the candidate would be a good fit for the tasks.

3. A list of professional certifications, if any.
4. A list of two professional references. Please inform your references that they may be contacted by the Center.
5. Prior Network Advisors can re-apply through an email expressing their interest, and have the option of using their past submission materials. A new cover letter is recommended.

All applications must be received by 5PM EST on Wednesday, June 20, 2018. Applicants must be from a Network Partner organizations approved through the Network Partner Request for Qualifications process. Please submit applications, and any questions about this RFQ, by email to proposals@cnycn.org with the subject line: 'Network Advisor RFQ'. For questions regarding application submissions, contact Courina Yulisa at courina.yulisa@cnycn.org.

Upon receiving the qualifications documentation, the Center retains the right to: negotiate specific details, responsibilities, and pricing with applicants; use its discretion in accepting or denying proposals for select parts or all of the tasks listed above; award a contract to one, multiple, or none of the candidates to fulfill the tasks listed above; and adjust the grant amount to reflect agreed responsibilities. All details regarding the program scope and Network Advisors' tasks are subject to contract finalization.

The Center for New York City Neighborhoods, Inc. is an Equal Opportunity Employer. All qualified applicants will be considered without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, gender, marital status, sexual orientation or citizenship status.