

Request for Proposals (RFP) for Regional Executive Director

Design-Build Institute of America Rocky Mountain Region

1. Introduction

The Design-Build Institute of America Rocky Mountain Region (DBIA RMR) is seeking proposals from qualified individuals or firms to provide executive leadership and management services as the Regional Executive Director (ED). The selected contractor will oversee the administration, financial management, and program development for the region, ensuring alignment with DBIA RMR's mission and objectives. This position will report to the Regional Board of Directors.

DBIA RMR encourages proposals from individuals and firms of all backgrounds and experiences and is committed to fostering an inclusive and collaborative professional environment.

2. Mission Statement

To promote the value of integrated design-build project delivery and teach the effective implementation of design and construction services to ensure success for Owners and design and construction practitioners.

3. Background

DBIA National is a leading organization dedicated to advancing design-build project delivery. The Rocky Mountain Region serves as a critical hub for industry professionals, providing education, advocacy, and networking opportunities. The organization operates with an all-volunteer Board of Directors. The ED serves as the primary resource for day-to-day operations and continuity across the region's initiatives. The ED will be instrumental in executing the region's strategic vision and fostering strong relationships with members, volunteers, and stakeholders.

4. Scope of Work

The responsibilities below are intended to describe the general scope of services; proposers may recommend refinements based on their expertise, structure, and approach.

4.1 Regional Governance

- Advise and support the Regional Board of Directors and Executive Council.
- Attend and coordinate Regional Board of Directors meetings, including agenda preparation, **attendance** meeting minutes, and follow-up actions. (Full meeting minutes may be assigned to Board Secretary)
- Attend Committee Meetings as needed.
- Develop, maintain, and manage the regional annual events calendar.
- Provide guidance and support to Board members, committees, and volunteers.
- Manage Region online collaboration tool and file management system (The Hub or other)
- Ensure compliance with DBIA bylaws, policies, and governance standards.

4.2 Financial Management

- Work with the Region Treasurer to develop and manage the region's annual budget and cash flow in collaboration with the Board.
- Provide oversight and coordination support to the Treasurer regarding financial reporting, audits, and 990 tax filings.
- Administer resources within approved budgets and financial guidelines.
- Identify opportunities for revenue diversification, including sponsorships and programs.

4.3 Membership Growth & Engagement

- Implement strategies for membership recruitment and retention in collaboration with DBIA National. Membership applications and renewals are handled by DBIA National.
- Monitor membership metrics and adjust strategies accordingly.
- Maintain accurate membership records and respond to member inquiries.
- Develop and execute strategies to maximize member engagement, including the support of our Student Chapters.

4.4 Program & Event Management

- Assist in the planning and execution of regional events, including conferences, awards programs, and educational sessions.
- Support training opportunities in alignment with DBIA National standards.
- In collaboration with the region/chapter leaders, ensure event success, attendance, sponsorship, and financial performance goals are met.

4.5 Communications & Marketing

- Manage regional communication channels, including newsletters, websites, and social media (Social media may also be supported by Region Marketing and Communications Committee)
- Develop marketing campaigns and event advertisements to promote regional initiatives and programs.
- Serve as the regional spokesperson as needed.
- Ensure all event-related materials, forms, and flyers are accurate and aligned with DBIA standards.
- Perform advertising, registration, and logistical services for (20) regional in-person 1 to 4 hour programs, (10) 30 minute to 1 hour virtual programs, (2) golf tournaments, (1) sporting clay tournament, (1) annual members meeting and a (1) 1-day annual conference (based on completed and anticipated 2026 calendar of events).
- Serve as primary point of contact between member communication in region and liaison to National.

4.6 Sponsorship & Fundraising

- Identify and cultivate relationships with sponsors and partners.
- Collaborate on sponsorship packages and fundraising initiatives in collaboration with the Board/Chapters.
- Seek partnerships that align with DBIA values and broaden participation across the design-build industry.

4.7 Platforms & Applications

- Maintain various platforms and applications used for membership, events, and online collaboration software.
- Oversee subscriptions and manage related payments.

4.8 Time Commitment and Workload Model

- The Regional Executive Director role is structured as an independent contractor (1099) engagement.
- The anticipated level of effort is a full-time position, with fluctuations depending on seasonal demands and event schedules.

- Preference will be given to candidates located in the Denver metropolitan area; however, qualified individuals located elsewhere within the Rocky Mountain Region (Utah, Colorado, Wyoming) will be considered.
- Limited travel within the region may be required for day-to-day operations. A hybrid or primarily remote working model is expected.
- Travel to specific events including DBIA National hosted region leader training may be required.
- As the organization is supported by an all-volunteer Board, the ED serves as the primary resource for day-to-day operations. Proposers may recommend additional support structures, including subcontractors or team members, and should clearly define roles, responsibilities, and contractual relationships in their proposal.

5. Performance Metrics

The selected ED will be evaluated by the Board of Directors using an annual performance review. This evaluation may include the assessment of the following areas:

- Membership growth and retention rates
- Revenue generation from sponsorships
- Meeting annual financial goals set forth in the annual budget
- Support, success and financial performance of regional events
- Member engagement and satisfaction
- Alignment of regional initiatives with DBIA's national mission
- Demonstrated collaboration with the Board, committees, and stakeholders.

6. Proposal Submission Requirements

Interested individuals or firms must submit a proposal that includes:

1. **Cover Letter** – Brief introduction and understanding of the role.
2. **Qualifications & Experience** – Description of relevant experience, including emphasis in nonprofit management, event planning, and fundraising. Experience working with diverse stakeholders, volunteer-led organizations, or professional associations is highly valued.
3. **Approach & Methodology** – Proposed approach to fulfilling the scope of work.
4. **Budget & Fee Structure** – Proposers should provide a proposed compensation range based on their understanding of the role and anticipated workload. Please include preferred contract structure (e.g., hourly, hourly not-to-exceed, fixed/lump sum, or hybrid approach), along with any assumptions.
5. **References** – At least three professional references.

7. Proposal Submission Deadline & Contact Information

- **Deadline for submission:** July 17th, 2026
- **Submit proposals to:** Amanda Faith, Executive Director, DBIA RMR, amanda@dbiarmr.org
- **Inquiries:** Questions should be directed to Amanda Faith, Executive Director, DBIA RMR, amanda@dbiarmr.org

8. Selection Process

Proposals will be reviewed by the DBIA RMR Board. Finalists will be invited for an interview. The selection will be based on experience, approach, cost, and alignment with DBIA's mission.

9. Contract Terms

The contract term will be from October 1st, 2026 until December 31st, 2027, with the expectation of annual renewal based on performance and mutual agreement.