



Request for Proposals: Seeking Contractor to Support Climate Resilience Program

Climate Smart Glacier Country invites proposals to support our Climate Resilience Program, including our current Wildfire and Health project and Flood Preparedness project.

Summary: Founded in 2017, Climate Smart Glacier Country is a Montana non-profit, all-volunteer organization based in Flathead County. We seek a motivated, independent contractor to lead community engagement, coordinate events, support and develop partnerships, conduct project-related research, and contribute to other organizational initiatives. We have budgeted \$50,000 for one or more contractors to support our Fire and Rain Climate Resilience Program through September 1, 2026. Please submit a proposal no later than August 1, 2025.

Fire and Rain Program: The two most significant climate risks facing Flathead County are wildfires and flooding. We work with diverse partners on specific initiatives to address challenges that otherwise aren't being addressed. Current initiatives include:

- *Anticipating the Flood Next Time: Building Community Resilience for a 1964-Scale Scenario.* While local and state agencies have conducted disaster planning for a FEMA-defined 100-year flood, little has been done to envision or prepare for the possibility of a much-larger flood event on the scale of the 1894 or 1964 Flathead floods or the 2022 Yellowstone floods. As extreme precipitation events, fueled by warmer ocean and air temperatures, become more frequent, the risk of damaging floods increases. By improving community awareness, assessing potential impacts, and developing mitigation strategies, our partnership with Flathead County and other partners will reduce flood insurance premiums for residents.
- *Seeking Clean Air: Addressing the Wildfire and Health Challenge.* Vulnerable members of our community suffer when wildfire smoke fills the valley. We partner with health care providers to provide HEPA air filters to low-income, vulnerable households. We also are partnering with state and local agencies to establish public Clean Air Centers that will provide clean, cool air for public use during the hot, smoky season.

Responsibilities and deliverables:

- Plan, coordinate and publicize two community events.
- Work with project partners and coordinate GIS mapping to visualize and assess impacts of a large flood on the scale of the Flathead's two previous megafloods in 1894 and 1964.
- Provide public information and facilitate community engagement through the CSGC website, traditional and social media, newsletters, networking, public presentations, and partner development.
- Manage and expand CSGC's email contact and donor list.
- Assist with grant writing and support CSGC's participation in Whitefish Community Foundation Great Fish Challenge (2026).
- In coordination with local and state agencies, identify and support the designation of three Clean Air Centers in Flathead County and surrounding areas.
- Provide support to the Northwest Montana Climate Network.

- Produce written reports and updates for project and funding partners.
- Participate in weekly meetings or phone calls with CSGC board representatives to coordinate on projects and provide monthly progress updates on tasks

Skills and Qualifications:

The ideal proposal will have all of the following skills and qualifications. It's possible that more than one contractor will be selected if none meet all qualifications.

- Minimum Bachelor's degree in a relevant field.
- Non-profit, public sector, or government experience.
- Self-motivated, well-organized, and collaborative.
- A positive attitude and ability to communicate effectively in a conservative community about local climate solutions.
- Excellent public speaking and written communication skills.
- Experience producing multi-media content, such as social media posts, memes, posters, videos and/or podcasts.
- Familiarity with social media and website management.
- Familiarity with Geographic Information Systems (GIS) or the ability to coordinate GIS content collection with partners.
- Familiarity with climate risks and mitigation strategies for wildfire smoke, heat waves, and flooding.
- Strong collaboration skills for managing and supporting organizational partners and volunteers.
- Familiarity with the communities and geography of Flathead County, Montana.
- Project management skills and the ability to manage several projects simultaneously
- Demonstrated ability and legal compliance to work as an independent contractor.

Proposals should include:

- A cover letter that summarizes respondent's interest, and general familiarity with community-based climate adaptation, mitigation, and resilience.
- Qualifications including a resume with educational background, job experience, certifications and licenses
- A proposal narrative that demonstrates your ability to complete project responsibilities and deliverables.
- A financial bid that includes hourly rate(s) and preferred payment schedule.
- Three references (including name, organization, email & phone number)

Additional information:

- **Proposals must be submitted by August 1, 2025** by email to Steve Thompson, CSGC Chairman, info@climatesmartglaciercountry.org.
- Questions should be submitted in writing by July 18. Response to all questions will be aggregated and posted to the CSGC website on July 23 for the benefit of all bidders.
- The projected contract period is September 1, 2025, to September 1, 2026.
- Partial funding for this contract has been secured, and plans are in place to raise the full amount. Completion of the 12-month contract is contingent upon successful fundraising by the Board of Directors with support from the contractor and partners. If additional funding is secured, the contract may be expandable or could become a staff position.