

**SAN DIEGO PRESS CLUB  
CLUB MANAGER  
REQUEST FOR PROPOSAL**

<b>RFP: Club Manager</b>	Proposal due by: <b>Feb. 27, 2023</b>	<b>San Diego Press Club</b>
<p><b>Project Overview:</b></p> <p>The Club Manager for the San Diego Press Club shall provide the following services as and when needed and directed to do so by the association’s board, executive committee, and standing committees. In the position of Club Manager, the selected contractor will maintain a professional position within the association’s committee structure. As an integral part of the team, the Manager serves as a professional liaison between the association and the local community served by the club. The Manager serves as an informed resource person to the association’s board and standing committees, interfacing with these committees to ensure that all committee work is consistent with legal standards and the club’s goals and objectives. This is an Independent Contractor position – a 1099 will be issued.</p>		
<p><b>Project Goals:</b></p> <p>The Club Manager has the overall responsibility to coordinate and facilitate the association’s goals and objectives by handling the administrative management of the Club, with emphasis placed on the coordination of the annual Excellence in Journalism (EIJ) Awards event, which serves as the largest fundraiser of the year. The Club Manager is also responsible for having the skills and equipment necessary to fulfill this position’s requirements.</p>		
<p><b>Scope of Work:</b></p> <p><b>Special Event Support (70% of service time)</b></p> <ol style="list-style-type: none"> <li>a. Lead event coordination of the annual EIJ Awards Event in early fall             <ol style="list-style-type: none"> <li>i. Includes managing the awards competition which opens July 1.</li> </ol> </li> <li>b. Assist event committee chairperson(s) as requested with management of Club programs and professional development activities.</li> <li>c. Maintain reciprocal agreements with sister Press Clubs in major U.S. cities that judge San Diego Press Club award entries in advance of EIJ Awards. Coordinate judging done by SDPC members for sister clubs.</li> </ol> <p><b>Scholarship Administration (5% of service time)</b></p> <ol style="list-style-type: none"> <li>a. Coordinate scholarship entries and awards</li> </ol> <p><b>Financial Administration Support (5% of service time)</b></p> <ol style="list-style-type: none"> <li>a. Track income and expenses with PC-compatible bookkeeping system (QuickBooks)</li> <li>b. Maintain club invoicing system</li> <li>c. Receive and manage financial statements and invoices on Press Club accounts</li> <li>d. Maintain file of event budgets provided by committee chairs</li> <li>e. Work with Board Treasurer to prepare monthly financial reports and annual budget</li> <li>f. Receive and deposit event and meeting fees, membership dues, and other member fees</li> </ol>		

- g. Receive and deposit sponsorship payments and other donations on behalf of the Press Club
- h. In coordination with Club Treasurer and Club President, arrange payments for goods and services rendered to the Press Club
- i. Provide necessary financial data to accounting firm retained by Press Club for tax preparation and ongoing financial reports

**Board & Committee Meeting Support (5% of service time)**

- a. Assist with all preparations for monthly meetings of the Club's Board of Directors
- b. Attend board meetings and any special meetings that may come up between monthly board meetings, facilitating the collection and distribution of meeting notes
- c. Provide ongoing reminders and support to board members in meeting deadlines and completing tasks

**Sponsorship Administration & Support (5% of service time)**

- a. Assist with collection of sponsorship monies when necessary and maintain documentation for tax purposes
- b. Maintain database of sponsors, whether paid or in-kind

**Membership (5% of service time)**

- a. Receive and answer phone/email inquiries from association members
- b. Coordinate membership renewal process, in addition to Honorary Committee membership
- c. Maintain club membership and contacts database

**Board Elections (3% of service time)**

- a. Coordinate annual board elections

**Administrative Support (2% of service time)**

- a. Maintain association's files, minute book, bylaws, etc.

**Timeline & Workload**

- a. Board meetings (on Zoom) are held monthly - at noon on the second Monday of each month. Most committee meetings are held on Zoom
- b. Workload will vary on a seasonal basis, with more administrative support hours required in the period leading up to the EIJ Awards event in the fall.

**Knowledge, Experience & Skills**

- Two years nonprofit administrative experience; familiarity with 990 filing process essential
- Knowledge of and based in the San Diego media market
- Knowledge of and willingness to expand skills related to online tools such as Zoom, Constant Contact, Canva, WordPress, etc.
- High proficiency with Quickbooks
- High proficiency in the Google Suite (Gmail, Google Drive, Google Sheets, Google

Docs, Google Forms) and Microsoft Office (Word, Excel, PowerPoint)

- Ability to be highly organized and work with significant attention to detail
- Exceptional writing and oral communication skills in English; Exceptional writing and oral communication skills in Spanish a plus
- Must be willing to adjust personal work schedule to meet demands of the position
- Ability to balance multiple tasks and remain flexible in thinking and decision-making in changing situations
- Ability to maintain effective and professional working relationships and communication with board members, donors, vendors and the public or media

**Submission Requirements:**

Please provide the following information in your proposal:

- a. Cover Letter (1-2 pages)
  - i. Include a brief understanding of the work to be done and commitment to perform the work
  - ii. Describe why the contractor is best qualified to perform the requested services
- b. Resume (2 pages max.)
- c. Company Information (if applicable)
  - i. Include a brief company profile
  - ii. If considering working with any subcontractor(s), include similar information for any individual or entity that may provide services under this contract
- d. Portfolio of work in similar endeavors

**Term: Begins on or after April 1, 2023. A 60-day written notice, with receipt acknowledged by the receiving party, will be required for either party to terminate the agreement.**

**Budget: \$25,000 annually**

Contact: **Terry Williams**

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