



Coalition Manager Request for Proposals (RFP)

Coalition Manager (Independent Contractor)

Issued by: WakeUP Wake County

Service Area: Raleigh and Wake County, North Carolina

Anticipated Contract Term: Mar-Dec 2026 confirmed, Jan-Dec 2027 optional extension

Not-to-Exceed Budget: Up to \$80,000 per year

Eligibility: Open to individual consultants or business entities

1. Why This Role Exists

Raleigh and Wake County are entering a pivotal period of growth and change, with major decisions ahead that will shape housing options, transportation investments, and environmental outcomes for decades. As the City of Raleigh undertakes its next Comprehensive Plan update, there is a clear need for stronger coordination among civic organizations working on these interconnected issues.

This role exists to provide dedicated capacity to organize, align, and build a sustainable coalition of organizations and community leaders who value using effective public engagement techniques to implement long-term planning principles across Raleigh and Wake County. This opportunity is timely and strategic because it aligns with the City's ongoing effort to develop its next Comprehensive Plan. Building a sustainable collaborative model aligned with the City's ongoing comprehensive planning process should lead to a more effective, coordinated implementation framework for the goals set forth in the Comprehensive Plan that is ultimately adopted by the Raleigh City Council.

The Coalition Manager is not an advocate for a single organization or issue. Instead, the role exists to hold the center of a collaborative effort, helping multiple partners work together more effectively during a time-limited, but high-impact, planning window for Raleigh and Wake County.

2. Organizational Context

WakeUP Wake County, RaleighForward, and CITYBUILDER are convening a formal collaboration among multiple civic and advocacy organizations working at the intersection of housing, transportation, environmental stewardship, and public engagement. These organizations maintain their own missions, programming, and governance structures.

The Coalition Manager will support coordination and implementation across this collaboration, without assuming programmatic or advocacy functions that belong to individual partner organizations.

3. Scope of Work

The selected contractor will serve as Coalition Manager and perform the following core functions:

A. Coalition Coordination and Operations

- Serve as the primary coordinator for a multi-organization coalition.
- Plan, convene, and facilitate regular coalition meetings, including preparation of agendas, materials, and follow-up documentation.
- Support development, refinement, and administration of a coalition Memorandum of Understanding (MOU) outlining shared goals, collaboration protocols, and decision-making processes.
- Establish and maintain shared coordination tools, including calendars, work plans, and communication protocols.
- Coordinate logistics for coalition-sponsored events and convenings, including scheduling, venue coordination, partner alignment, and run-of-show planning, in collaboration with partner organizations. 2026 Events include, but are not limited to:
 - ADU Sustainability Tour - A citywide open-house event in Spring 2026 showcasing completed ADUs that feature energy-efficient systems, low-impact materials, and stormwater-conscious design. The tour will elevate Raleigh-based designers, contractors, and suppliers who model sustainable practices and demonstrate the potential of gentle density to reduce sprawl.
 - ADU Professional Training Workshop - A professional development event introducing architects and builders to ADU design, permitting, and sustainable construction methods. The workshop will help create a pipeline of skilled professionals for Raleigh's growing green housing market.
 - Environmental Stewardship Forum- A 2026 program focused on practical, place-based strategies for protecting natural resources while accommodating growth. The event will explore how land use, stormwater management, and development patterns can support cleaner waterways, healthier ecosystems, and long-term community resilience.
 - Transit & Livability Series- A public conversation examining how reliable, frequent transit supports housing choice, economic opportunity, and everyday mobility. The program will highlight regional transit investments and local policy decisions that shape walkable, connected communities while reducing transportation costs and emissions.

B. Strategic Planning and Alignment

- Convene early-phase planning sessions with coalition partners to clarify roles, priorities, and timelines.
- Support development of a shared narrative framework aligned with City and

- regional planning themes.
- Conduct stakeholder and power-mapping exercises to inform coalition engagement strategies.

C. Relationship Management

- Maintain regular communication with coalition partners to support alignment and accountability.
- Build and sustain relationships with aligned nonprofit organizations, civic leaders, and community stakeholders.
- Coordinate periodic meetings with public officials and administrative leaders, as appropriate and compliant with nonprofit advocacy requirements.

D. Grant Implementation and Tracking

- Manage day-to-day implementation of grant-funded coalition activities.
- Track progress toward agreed-upon milestones and measurable outcomes, including coalition growth and engagement activity.
- Compile documentation and summaries for internal reporting, evaluation, and annual reviews.
- Support preparation of materials for public-facing updates or annual convenings, as requested.

4. Out-of-Scope Responsibilities

The Coalition Manager will not be responsible for:

- Producing original research, polling, or multimedia content
- Leading issue-specific advocacy campaigns or organizing efforts
- Managing electoral or c4 activities
- Serving as a spokesperson for WakeUp or for partner organizations unless specifically requested

These responsibilities remain with individual coalition partners.

5. Contract Structure

- This role will be filled by an independent contractor, not an employee.
- Applicants may be individual consultants or business entities.
- Compensation is expected to be up to \$80,000 per year, with final payment structure (monthly or milestone-based) to be negotiated.
- The contractor will be responsible for all taxes, insurance, and business expenses.
- Work will be performed primarily within Raleigh and Wake County, with some remote work acceptable.

6. Desired Qualifications

Applicants should demonstrate:

- Experience building and coordinating coalitions, partnerships, or multi-stakeholder initiatives
- Strong facilitation, project management, and organizational skills
- Familiarity with local government processes, public policy, or civic engagement environments
- Ability to manage complex relationships across independent organizations
- Capacity to work independently while meeting defined milestones and deliverables
- Effective communication skills, including, but not limited to outreach and engagement through various social media platforms

Equivalent experience will be considered in lieu of formal credentials.

7. Proposal Submission Requirements

Interested applicants should submit the following:

1. Statement of Interest describing relevant experience
2. Proposed Approach to coalition management and coordination
3. Resume (individual) or Qualifications Statement (firm)
4. Proposed Contract Structure and availability
5. References (optional but encouraged)

Digital responses in pdf form are required. Responses should be no more than ten pages (or five double-sided pages) long, exclusive of a cover letter, submission cover and/or backpage, should they be included.

PDF submissions should be sent to:
with the subject line:

executivedirector@wakeupwakecounty.org
COALITION MANAGER RFP

8. Selection Criteria

Proposals will be evaluated based on:

- Demonstrated experience with coalition or partnership management
- Clarity and feasibility of the proposed approach
- Understanding of collaborative civic and policy environments
- Capacity to support sustained, multi-year coordination work

9. Anticipated Schedule

- RFP Issued: February 28, 2026.
- Proposals Due: Rolling until filled; first review deadline: March 13, 2026.
- Interviews: As needed.