

southwest women's law center

A Call for Conversation

The Southwest Women's Law Center (SWLC) is seeking a Facilitator/Coordinator Consultant to support our board and staff retreats.

Agency Mission and Background

The mission of the Southwest Women's Law Center is to provide opportunities and education for women+ and girls+ to gain access to their full economic and personal potential.

Our programs and services include:

Policy and Legal Work

- Economic Security & Workplace Rights
- Reproductive Rights
- Health, Safety, and legal representation

Since our inception in 2005, we have worked to eliminate gender bias, discrimination, and harassment; to lift women+ and their families out of poverty; and to ensure all women+ have full control over their reproductive lives through access to comprehensive reproductive health services and information, including safe, legal abortion services. We seek to advance the well-being, rights, and power of women+ in New Mexico through legal research, policy analysis, advocacy, community, and stakeholder education, and coalition work at the local, state, and national levels.

The SWLC is committed to working to become a more fully inclusive, diverse, equitable, and accessible organization.

The SWLC's Board of Directors and staff have identified the need for a skilled facilitator to support our organization's board and staff retreats in an effort to facilitate board and staff development, focus on key conversations, deepen relationships amongst staff and board, and uplift board and staff needs.



Scope of Work

The SWLC is seeking a skilled Facilitator with experience supporting groups through tension, courageous conversations, and deep care for team relationship building to hold our board and staff retreats in Summer of 2024.

The facilitator's scope of work will include the following:

1. A launch meeting with the executive director and one board member to align on scope, priorities, work plan, and deliverables.
2. Planning meetings as needed with staff and board representative
3. Conducting a short assessment of board retreat needs & desires.
4. Coordinating Meeting Logistics (venue reservations, meals, participants etc.)
5. Agenda development for both board and staff retreats with ED and Board input
6. Board Retreat to include:
 - a. Coordination and facilitation of a board retreat of 6 people
 - b. Space for care and rest
 - c. Clarifying board roles and bylaws
 - d. Supporting Courageous Conversations among board members
 - e. Identifying a new board treasurer
 - f. Team Building
 - g. Recommendations for board post retreat
7. Staff Retreat to include:
 - a. Coordination and facilitation of a staff retreat of 6 people
 - b. Team Building
 - c. Reflecting and Celebrating the current moment
 - d. Dreaming into the next 3 years
 - e. Identifying next steps post retreat
 - f. Space for care and rest

We are looking for someone:

- NM-based (preferred) and open to in-person meetings as needed, following COVID protocols, including wearing a mask
- Experienced in centering racial justice, gender justice, principled disagreement, and removing barriers to participation in facilitation approach
- Creative in their approach to facilitation
- Preferably has a minimum of 3-5 years of facilitation experience
- Experienced working with growing small nonprofit organizations, preferably similar to the SWLC
- Strong communication skills
- Flexible and fluid
- Able to weave through board and staff environments, and hold tension with creativity, grace, firmness, and supportive process
- Willing to travel to Albuquerque if out of state or town



Budget

The budget for a consultant is \$27,500 to facilitate both board and staff retreats separately and coordinate meeting logistics for both retreats (includes travel).

Anticipated Selection Schedule

- Release Date: March 25th, 2024
- Response deadline: April 19, 2024
- Selection of Consultant: April 30, 2024

The SWLC wants to make this process responsive, efficient, and a low burden. We are holding calls for conversation via phone/zoom to discuss the scope of work and determine if we are a good fit for each other. The Final candidate will be asked to join the ED and Board Representative for a launch call.

Contact Information

To set up a discussion time, please email and include **Facilitation Consultant** in the subject line: to Terrelene Massey, Executive Director, at TMassey@swwomenslaw.org.

