

Request for Proposals (RFP): Board Visioning Facilitator

Issued by: Rocky Mountain Women's Film

Event Date: Feb. 6, 2026

Proposal Due: January 6, 2026

Contact: Nicole Nicoletta, nicole@rmwfilm.org, (719) 426-1483

1. Introduction

Rocky Mountain Women's Film is seeking proposals from qualified facilitators to design and lead a **board visioning session** focused on defining the organization's direction and priorities for the next 3 years.

This session is intended to be **aspirational** — not operational — guiding the board and staff toward a shared vision of the organization's future impact, values, and goals (programming).

2. About the Organization

Founded in 1987, Rocky Mountain Women's Film builds community around film by elevating the voices of women and those often unheard and unseen. We are governed by a volunteer Board of Directors (10) and supported by a staff of 4 and a Corps group of year round volunteers who deliver impactful programs around independent film, both free and ticketed. As we approach our next stage of growth, the board seeks to clarify and align around a long-term vision.

3. Purpose and Objectives

The purpose of this facilitated session is to:

- Engage the board in a creative, forward-looking conversation about the organization's next 3 years.
- Identify key priorities and opportunities for growth and impact.
- Develop shared direction to guide future programming.
- Strengthen board alignment, collaboration, and understanding of the organization's aspirations.

The session is not intended to address daily operations, staffing, or budget matters.

4. Scope of Work

The selected facilitator will:

1. Design a customized agenda and materials for a 4 hour session.
 2. Engage board leadership and the Executive Director in pre-session discussions to clarify goals and desired outcomes.
 3. Facilitate the in-person session in a way that fosters open dialogue, creativity, and consensus.
 4. Synthesize findings and deliver a concise written summary capturing key themes, vision statements, and next steps.
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5. Desired Qualifications

- Proven experience facilitating nonprofit board and/or leadership retreats.
 - Strong understanding of non-profit board governance dynamic and strategic visioning.
 - Excellent communication, listening, and synthesis skills.
 - Ability to foster inclusive participation, balanced discussion, and efficient use of time.
 - Familiarity with mission-driven organizations and community-based work preferred.
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6. Proposal Requirements

Proposals should include:

1. Facilitator Background: Relevant experience, credentials, and facilitation approach.
 2. Proposed Process: Overview of pre-session preparation, facilitation methods, and follow-up deliverables.
 3. Timeline: Availability and estimated timeline for planning and delivery.
 4. Fee Structure: Total cost estimate, including preparation, facilitation, and materials.
 5. References: At least two recent clients for similar engagements.
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7. Timeline

Milestone	Date
RFP Issued	Dec.9, 2025
Proposals Due	Jan. 6, 2026
Facilitator Selected	Jan.12, '26