



## **Request for Proposals**

### **Regional Grants Navigator (RGN) – Outreach & Engagement**

Associated Governments of Northwest Colorado (AGNC)

P.O. Box 593, Grand Junction, CO 81502

Phone: 970-665-1095

## **Introduction**

Associated Governments of Northwest Colorado (AGNC) is seeking a qualified contractor to fill a Outreach & Engagement-focused Regional Grants Navigator (RGN) role. This position is part of a two-person team working to connect local governments and special districts in Northwest Colorado with transformative funding opportunities through the Infrastructure Investment and Jobs Act (IIJA) and the Inflation Reduction Act (IRA).

The State of Colorado, through SB22-015, has established a statewide Regional Grants Navigator Program managed by the State of Colorado Governor's Office. This program funds a network of navigators across the state to help communities leverage unprecedented federal investments. Funding is appropriated annually by the Colorado Legislature and may continue for up to five years.

## **About the Position**

This Outreach & Engagement RGN will serve as a liaison, connector, and advocate for communities, playing a central role in public engagement, stakeholder coordination, and information dissemination related to IIJA and IRA opportunities.

This role works in tandem with a second RGN position focused on research and grant writing. Together, they ensure a comprehensive approach to helping communities access and utilize federal and state funds.

## **Key Responsibilities**

- **Stakeholder Engagement:** Act as a primary point of contact for municipalities, counties, and special districts seeking funding support. Build and maintain relationships with local leaders, staff, and community partners.
- **Outreach & Education:** Develop and deliver webinars, workshops, newsletters, and other communications tools to raise awareness of grant opportunities.



- Collaborative Convening: Organize and facilitate meetings across sectors and jurisdictions to encourage regional collaboration on multi-jurisdictional or large-scale projects.
- Statewide Coordination: Collaborate regularly with OEDIT, Colorado Governor’s Office, DOLA, and peer navigators across the state to share insights, align efforts, and improve program delivery.
- Resource Connection: Help communities connect with state agency content experts, technical assistance providers, and external consultants as needed.
- Reporting & Tracking: Maintain documentation of outreach activities, collaborations, and community readiness to inform AGNC and state partners.
- Project Pipeline Development and Maintenance: Create and maintain an up-to-date project pipeline that tracks potential, planned, and active funding opportunities across the region. Regularly update project status, timelines, funding targets, and alignment with IIJA and IRA programs to support strategic prioritization and resource allocation.

### Qualifications

- Experience in public sector or nonprofit communications, stakeholder engagement, or community collaboration.
- Strong interpersonal and organizational skills.
- Familiarity with federal or state grant programs is helpful but not required.
- Comfort with presenting information and leading meetings virtually and in-person.
- Ability to work independently and collaboratively in a fast-paced environment.

### About AGNC

AGNC is a Council of Governments representing a 4-county region in Northwest Colorado. AGNC provides leadership in regional economic development, grant navigation, legislative advocacy, and collaborative planning.

### Contracted Service

AGNC is soliciting proposals for a qualified independent contractor to serve as a Regional Grants Navigator (RGN) – Federal Funding: Outreach & Engagement. This position will be one half of a two-person team, focused on communications, collaboration, and community engagement related to federal and state funding opportunities under the Infrastructure Investment and Jobs Act (IIJA), Inflation Reduction Act (IRA), and American Rescue Plan Act (ARPA). The 12-month contract is up to \$64,000.



## Applications

Email a resume, listing three references, and a cover letter citing qualifications, approach to the scope of work, and a compelling reason why the applicant is uniquely prepared and positioned for this full-time contract role to [admin@agnc.org](mailto:admin@agnc.org).

Position open until filled.

## Scope of Work

The RGN Outreach and Engagement Position will:

- Participate in onboarding and orientation to understand statewide and regional funding strategies.
- Act as the primary community-facing liaison for IJA, IRA, and ARPA outreach within AGNC's service area. This scope is expected to expand.
- Build and maintain a project pipeline identifying current, proposed, and potential projects and funding sources.
- Conduct outreach via calls, site visits, meetings, webinars, and workshops.
- Connect communities to state agency contacts and technical experts.
- Coordinate closely with AGNC's second RGN (focused on grant writing and research).
- Develop communications materials and disseminate timely grant alerts.
- Facilitate multi-jurisdictional coordination for collaborative applications.
- Input and track project progress using the state's Salesforce database.
- Submit quarterly reports to the Office of the Governor (due: April, July, September, January).
- Monitor project work performance for consistency with funding requirements and eligible activities.
- Attend statewide peer calls, "Lessons Learned" sessions, and all required AGNC meetings – Board Meetings, Staff Meetings, RGN specific meetings, etc.

## Independent Contractor

- RGN Outreach and Engagement Position is an independent contractor and is responsible for complying with all contract terms.
- Must be available for occasional travel across the AGNC region and to Denver; must possess a valid driver's license and personal transportation.
- Most tasks can be completed remotely during standard business hours, but occasional after-hours events may occur.



## ASSOCIATED GOVERNMENTS OF NORTHWEST COLORADO

- The contractor will invoice AGNC monthly (or bi-monthly)
- \*Subject to State of Colorado Governor's Office approval\*

### Preferred Qualifications

- Minimum 3 years of experience in local/state government, federal grant management, or equivalent.
- Strong understanding of public sector funding processes.
- Skilled in community outreach, stakeholder engagement, and interagency collaboration.
- Familiarity with MS Office, virtual platforms, and data tracking systems.
- Preference given to applicants located in Garfield, Mesa, Moffat, or Rio Blanco; or with existing relationships in the region.
- Subject-matter expertise in infrastructure, energy, housing, or natural resources is a plus but not required.

### Equity Statement

AGNC is an equal opportunity contractor. We welcome proposals from individuals of all backgrounds and do not discriminate based on race, color, religion, national origin, gender, gender identity, sexual orientation, age, or disability.