

Job Description: Outreach Partner - Fort Collins / Loveland (Phase 1)

The Front Range Passenger Rail District is seeking a highly motivated and results-oriented **Outreach Partner** to lead public engagement and ballot access planning efforts in the Fort Collins and Loveland area during Phase 1 of our outreach plan. This is a contract role focused on delivering key, measurable outputs within a defined timeframe.

Term: January 15 - April 30th (Phase 1)

Location: Fort Collins / Loveland area

Key Responsibilities and Deliverables

The Outreach Partner will be responsible for delivering the following outputs in support of the District's public engagement and ballot access planning:

1. Stakeholder Engagement

- Conduct a minimum of **40 Actions during Phase I** with key stakeholders within the assigned constituency.
 - This includes **20 one-on-one meetings** with stakeholders and grass-roots audiences.
 - This also includes **20 additional actions and engagements**, utilizing integrated software platforms for **online** engagement and advocacy, with other acceptable actions like LTE submissions.
- Identify and report on emerging issues, questions, and opportunities to outreach coordinators.

2. Coalition Building & Sign-On Support

- Secure a minimum of **10 organizational sign-on letters**.
- Secure a minimum of **25 individual opinion-leader sign-on letters**.
- Ensure the successful onboarding of stakeholders into the District's engagement ecosystem.

3. Town Hall & Event Support

- Coordinate and support **two (2) in-person town hall meetings** in collaboration with the Town Hall Production Manager and District staff, meeting all attendance benchmarks.
- Provide assistance with:
 - Stakeholder invitations and attendance outreach.
 - Run-of-show coordination.
 - On-site community engagement and sign-ups.
- Generate at least **50 grassroots sign-ups** to the Friends of Front Range Passenger Rail platform through town halls.

4. Meetings & Coordination

- Host **monthly coalition or stakeholder meetings** relevant to the assigned group, beginning in February.

- Participate in coordination meetings with the District's Outreach Coordinator or designee.
- Coordinate with other District contractors to ensure consistent messaging.

Compensation

Total Compensation: \$15,000

Payment will be released in three installments tied to the completion of deliverables:

- **First Payment:** Upon initiation of the contract.
- **Second Payment:** Upon conclusion of half of all deliverables (20 Actions, 1 town hall meeting, 5 organization sign-on letters, 13 opinion leader sign-on letters).
- **Final Payment:** Upon completion of all deliverables.