WOMEN'S AG NETWORK
South Dakota

Southeast Hub Manager
Request for Proposals

Overview

The Women's Ag Network (WAN) seeks an independent contractor ("Contractor") to serve as Hub Manager for the Southeast Hub (Sioux Falls region). The Contractor will provide crucial services to WAN by implementing Hub programming and fostering engagement among women in agriculture and conservation at the local level.

The Contractor will:

- Develop and execute activities and events that engage and educate women in agriculture and conservation within the designated Hub region.
- Collaborate with other Contractors and the WAN Project Coordinator to align goals, share best practices, and refine strategies.

The ideal Contractor is passionate about promoting women's participation in agriculture and conservation, possesses strong communication, leadership, and organizational skills, and demonstrates the ability to work independently and collaboratively.

Responsibilities

1. **Program Implementation:**
    - Develop and execute programs, workshops, and events that empower women in agriculture and conservation.
    - Ensure high-quality delivery of educational content and activities.
    - Foster a supportive and inclusive environment for participants.
2. **Community Engagement:**
    - Build relationships with local stakeholders, organizations, community leaders, sponsors, and partners.
    - Promote the Hub's activities and encourage participation.
    - Identify opportunities for collaboration and partnership.

3. **Coordination and Communication:**
    - Collaborate with other Hub Managers to share best practices and coordinate joint initiatives.
    - Provide regular updates to the project coordinator to align goals, and share challenges and insights.
    - Facilitate communication among Hub members and with WAN leadership.
4. **Strategic Alignment:**
    - Align Hub goals and local activities with WAN's statewide strategy and objectives.
    - Contribute to the development of long-term plans and annual goals.
    - Monitor progress against milestones and adjust strategies as needed.

Contract Details

1. **Ideal Contractor**: The ideal contractor is someone who is passionate about promoting women's participation in agriculture and conservation, has strong communication, leadership and organizational skills and can work independently and collaboratively.
2. **Travel**: Routine local travel—primarily for meetings or events within the Hub region—is considered part of the total contract fee and is not separately reimbursable. The only reimbursable travel expense is attendance at the annual two-day, in-person Hub Managers meeting. For that meeting, the following expenses will be reimbursed in accordance with WAN policy: mileage, lodging, and meals.
3. **Contracted Position**: This is a contracted position, with specific terms and conditions outlined in the contract. This contract will run through May 23, 2027, with the option to renew based on performance and available funding. This is a contract under a cooperative agreement, subject to funds as available.
4. **Hours per Week**: We estimate that it would take 15 hours per week to fulfill the contract.
5. **Anticipated Contract Start Date:** Mid-December 2026 to Early January 2027

Qualifications

- Education or experience in agriculture, environmental science, or a related field (preferred).
- Experience in program management, community engagement, or event planning.
- Passion for promoting women's participation in agriculture and conservation.
- Strong communication, leadership and organizational skills.
- Ability to work independently and collaboratively.

Legal & Contractual Terms

By submitting a proposal, submitters acknowledge:

- Services are contingent upon availability of cooperative-agreement funds.
- Confidentiality of all WAN data and materials is required.
- Deliverables will become the property of WAN.
- Awardees must sign WAN's standard Service Agreement (to be provided upon award).

Proposal Submission

All proposals must be submitted via the online proposal form by **November 22, 2026**.
Access the form here: **Submit Your Proposal** or using the QR code below

The form is organized into four sections:

Section 1: Request for Proposals (*Informational only. No answers are required.*)
Section 2: Your Information & Approach
Section 3: References
Section 4: Resume Submission Instructions

Proposals missing any requested materials or received after the deadline will not be considered.

Please contact the WAN Project Coordinator with any questions.