



# SEEKING INDEPENDENT CONSULTANT

BermudaFirst, a registered non-profit (Charity #906), requires the part-time support of an independent contractor to assist in driving the implementation of its National Socio-Economic Plan. Submitted to the Government in 2019, the Plan's vision is to shift mindsets and behaviours and offer every Bermudian the opportunity and tools to participate equitably in our sustainable, growing economy. Our current focus is supporting the Government in implementing the critical recommendations for education, health care and immigration and driving action on opportunities that will stimulate substantive economic recovery for Bermuda and our people.

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## REPORTING TO THE CHAIRMAN OF THE BOARD AND EXECUTIVE COMMITTEE, RESPONSIBILITIES MAY INCLUDE:

- Provision of strategic, communications and administrative support to overall organisation and select working groups
- Government and Stakeholder Relations – nurturing strong strategic partnerships with relevant Government Ministries, Business and Social entities to drive action
- Project Management
- Supporting fundraising efforts including facilitating meetings with potential donors, completing grant applications and all reporting requirements, and donor relations
- Supporting preparation for Board Meetings and Annual General Meeting
- Driving development of relevant policies and processes to ensure compliance with best practice and that legal standards are maintained
- Lead and/or provide support to topic-specific working groups that are convened from time to time
- Meeting and event planning (virtual and in person) for convenings of all sizes
- Working with and/or coordinating the work of external vendors on an 'as needed' basis.
- Working with our corporate secretary to ensure all annual governance and compliance reporting and responsibilities are completed

## PROVEN EXPERIENCE IN THE FOLLOWING IS REQUIRED:

- Strategy planning
- Communications, stakeholder engagement and government relations
- Project management
- While not required, experience in facilitation and/or organisational governance would be considered beneficial

## APPLICATION DEADLINE:

Friday, 25 February 2022.



CHARITY #906

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If you are driven by integrity and service excellence and are willing to undertake both high-level strategy and implementation work (including administration), please send your resume to [execdir@bermudafirst.bm](mailto:execdir@bermudafirst.bm)

**BERMUDA  
FIRST**