

Request for Proposal

RFP: Wabanaki Cultural Tourism Initiative (WCTI) Lead Facilitator	Proposal Due By: April 30, 2025	Four Directions Development Corporation (FDDC)
<p>Project Overview:</p> <p>Four Directions Development Corporation is seeking to hire a Wabanaki Cultural Tourism Lead Facilitator to work with the tribal leaders, tribal communities, and tourism leaders and interests in Maine and across the country to support the implementation of the Wabanaki Cultural Tourism Plan. The project lead will provide dynamic leadership for encouraging, developing, expanding and enhancing cultural heritage tourism for the Native American tourism industry in Maine. The lead facilitator will be responsible for the planning, contracts, research, reporting, community and partner engagement, and communication required for implementation. The details of the role requirements and desired needs are enumerated below. The commitment will be approximately 20 hours per week. The expected duration is estimated to be 15-18 months, starting in May or June of 2025, and concluding September 30, 2026.</p>		
<p>Project Goals:</p> <ul style="list-style-type: none">• Complete a Wabanaki Visitors Guide• Establish a Wabanaki Tourism governance structure• Increase number of Wabanaki-owned tourism assets• Increase awareness of Wabanaki Cultural Tourism state-wide and nationally• Implement years 1 & 2 of the Wabanaki Cultural Tourism Plan		
<p>Scope of Work:</p> <ul style="list-style-type: none">• Lead planning and delivery of the 2025 WCTI Summit• Represent the Initiative in presentations and stakeholder engagement events• Represent the Initiative at state-wide and national conferences at least twice per year• Support the work on the Cultural Tourism Fellows• Convene quarterly strategic partner meetings• Facilitate delivery of year 1 & 2 strategic initiatives in the Wabanaki Cultural Tourism Plan and provide monthly reports tracking progress• Develop Initiative budgets and provide necessary reports on activities and compliance• Interact with the emerging Wabanaki Consortium to align goals and interests and support efficient project management• Interact with FDDC staff and meet requirements of FDDC procurement policies to ensure sound and cohesive delivery of services		

Deliverables

- Wabanaki Cultural Tourism Summit held in October 2025
- Print and online versions of a Wabanaki Visitors Guide, which includes, at a minimum, a cover page, one page for each of the five communities, and a comprehensive list of Wabanaki Cultural Tourism assets
- Significant progress towards completion of the year 1 and year 2 strategic initiatives (see page 80 of the [Wabanaki Cultural Tourism Plan](#))

Submission Requirements

- Name and bio
- Project proposal describing methods to meet deliverables and capacity to meet the scope of work
- Cost estimate (maximum budget of \$100,000 to include travel, technology, materials and supplies)
- Description of applicant's level of experience and qualifications that would support successful completion of project (work samples and/or referrals are welcome)
- Draft timeline of Scope of Work (to be completed by September 2026)

Project Due By: **September 30, 2026**

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