

Request for Proposals

Consultant serving as the Tribal Cultural Advisor to Friends of the Children – Eastern Washington, supporting the organization in delivering culturally grounded and community-informed programming for Indigenous youth and families.

Introduction

Friends of the Children – Eastern Washington seeks to engage a Tribal Cultural Advisor to support the integration of Indigenous knowledge, values, and practices into the organization's youth mentoring programs, community engagement, internal and external operations. The advisor will serve as a cultural liaison and trusted consultant, ensuring that the organization's work with Native youth and tribal communities is respectful, culturally informed, and grounded in Indigenous protocols.

The Tribal Cultural Advisor will provide ongoing consultation to staff and leadership on tribal customs, traditions, and culturally appropriate approaches to mentoring and youth support. This includes advising on the incorporation of Native worldviews into programming, supporting the respectful representation of Indigenous cultures in materials and communications, and helping shape policies that reflect cultural responsiveness and a commitment to unlock potential for all. A key aspect of the role involves building and maintaining reciprocal relationships with local tribal nations, as well as connecting the organization with tribal leaders, elders, and cultural knowledge holders.

The advisor may also recommend or lead cultural learning experiences for staff and youth, including land acknowledgments, seasonal events, traditional arts, storytelling, or language activities. They will help ensure that Native-identifying youth are supported in connecting with their cultural heritage when appropriate, while also contributing to the development of mentor training modules and culturally relevant programming.

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About Friends of the Children

Friends of the Children- Eastern Washington is the Spokane based chapter of the national Friends of the Children non-profit. We work with youth who face significant barriers beginning at age 4-6 and continuing through high school graduation. Friends of the Children employs professional mentors (called “Friends”) who work with youth 1:1 from kindergarten to graduation.

Each child is paired with a professional mentor who provides consistent, individualized support focused on four Intermediate Outcome Areas:

- Social Emotional & Life Skills Development
- Learning and Education
- Health and Well-Being
- Community Involvement & Belonging

Our Friends serve as advocates, role models, and trusted adults—working not just with youth, but with families and community partners to create a web of support rooted in belonging and opportunity.

Purpose of the Role

The purpose of the Tribal Cultural Advisor is to guide Friends of the Children – Eastern Washington in delivering culturally responsive, respectful, and community-informed programming for Indigenous youth and families. The advisor serves as a consultant and cultural liaison, ensuring that Indigenous traditions, values, and perspectives are meaningfully integrated into the organization’s work. This role helps strengthen relationships with local tribal nations, supports staff cultural competency, and ensures that Native-identifying youth are affirmed and supported in their cultural identities throughout their time in the program.

Goals of the Request for Consultant

1. **Support Culturally Grounded Programming:**
Ensure that youth programming reflects and honors the cultural identities, traditions, and values of Indigenous communities—particularly those of local tribes and the diverse tribal nations represented by the children we serve.
2. **Enhance Cultural Competency:**
Provide guidance and training to staff and mentors to increase their understanding of Indigenous cultures, histories, and contemporary experiences, leading to more effective engagement with Native youth and families.

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3. **Relationship Building:** Strengthen and sustain relationships with tribal nations, elders, and community organizations in Eastern Washington.
4. **Ensure Cultural Integrity in Organizational Practices:**
Review materials, events, and program initiatives to ensure accurate and respectful representation of Indigenous cultures, and advise on appropriate use of language, symbols, and stories.
5. **Support Identity Development for Native Youth:**
Help create opportunities for Native-identifying youth to connect with their heritage through culturally relevant experiences, connections with elders or tribal leaders, and participation in traditional practices when appropriate.
6. **Contribute to Strategic Planning Efforts:**
Offer insights and recommendations to inform Friends–Eastern Washington’s long-term strategies, particularly in areas impacting Native youth and families.

Desired Qualifications and Attributes

- Deep cultural connection and lived experience within tribal communities.
- Demonstrated understanding of Indigenous lifeways, values, and community engagement practices.
- Proven experience building partnerships with sovereign Tribal Nations and tribal-serving organizations.
- Experience developing culturally responsive youth programs, trainings, or curricula.
- Ability to work collaboratively with nonprofit leadership and program staff.
- Strong communication, facilitation, and relationship-building skills.

Education is flexible—formal degrees are valued but not required. Equivalent experience in tribal community engagement or leadership will be considered.

Contract Details and Compensation

- Contract Type: Annual consulting agreement
- Estimated Time Commitment: 30-40 hours per month, flexible based on mutual agreement
- Compensation: The total contract amount is anticipated to be between **\$18,000–\$22,000 annually**, depending on the consultant’s experience and proposed scope of work. Applicants are encouraged to propose a budget that reflects fair compensation for their time, expertise, and cultural knowledge.
- Reporting: The consultant will report to the Executive Director, with coordination through the Operations Director and Program Director.

Proposal Requirements

Please submit a proposal including the following components:

A. Cover Letter (PDF)

- Statement of interest and alignment with this work
- Credentials and lived/professional experience
- Applicant or organization name, EIN (if applicable)
- Contact information (address, email, phone)

B. Narrative (up to 3 pages)

Describe your approach to fulfilling the role. Address:

- Experience supporting Indigenous youth, families, and communities
- Methods for integrating Indigenous knowledge into program design
- Approach to staff training and organizational consultation
- Plan for strengthening community relationships and trust
- Capacity to deliver the scope of work within the contract year

C. Work Plan

Provide a proposed timeline for key activities between January 1, 2026 – December 31, 2026, including milestones and cultural engagement priorities.

D. References

Include contact information for two references (preferably from non-profit or tribal partners) who can speak to your experience and cultural integrity.

E. Budget

Submit a detailed line-item budget (Excel format) that includes:

- Hourly or annual rate
- Travel, supplies, and other costs
- Total not-to-exceed amount

Evaluation Criteria

1. Experience and Cultural Knowledge – depth of Indigenous engagement and understanding
2. Approach and Work Plan – clarity, feasibility, and respect for Indigenous protocols
3. References – strength of professional and community recommendations
4. Budget and Value – alignment of proposed rate with scope and expertise

8. Submission Instructions and Timeline

Submit all proposal materials electronically by 5:00 p.m. PST on Friday, November 14, 2025 to:
Keri Ackerman, Operations Director
Email: kackerman@friendseasternwa.org

Anticipated Review Period: November 17–30, 2025

Selection and Notification: December 5, 2025

Contract Start Date: January 1, 2026