**Overview**
The CDC Foundation seeks expertise in strategic planning to develop and facilitate strategic planning sessions and an in-person retreat, facilitate consensus building, and prepare a final written strategic plan for the Partnering for Vaccine Equity Program (P4VE). The P4VE Program’s goals are to increase access and acceptance of influenza and COVID-19 vaccines for adults (18+ years of age or older) experiencing disparities, especially among racial and ethnic communities; and build the capacity and resiliency of CBOs around: vaccine misinformation, vaccine opportunities, and vaccine coverage. The P4VE Program is a federally funded, five-year initiative that is currently in its third year of implementation. The consultant will be based in the United States and enable the CDC Foundation P4VE Team and partners strategic planning process, manage stakeholder participation, and ensure a successful implementation plan for the remaining program period, April 29, 2026. The primary purpose is to make our program proactive rather than reactive; increase operational efficiency; and improve CBO satisfaction and retention as well as a plan to work toward sustainability after the conclusion of the program.

*The expected level of effort is approximately 5-10 hours a week for up to 200 hours from the award of the contract to April 29, 2024.*

**Consultant Activities:**
The P4VE Team Program Director and Associate Program Director will serve as the Strategic Planning Consultant’s primary points of contact. In consultation with them, the consultant will

- Develop a strategic plan that captures the current state of the P4VE program, desired future state over the next two years, and approaches for achieving these goals.
  - Perform a SWOT analysis
  - Set and prioritize strategic objectives, desired outcomes, and key results/measurable goals to determine how to measure program progress.
  - Develop a workplan and timeline.
  - Determine how we will close the gap between where we are and where we want to be.
  - Provide support and guidance to operationalize the strategic plan implementation by identifying individual tasks and responsibilities within the team.
- Design, plan, and facilitate regular strategic planning sessions with the CDC Foundation P4VE Team and partners to build consensus and document session outputs.
• Facilitate (1) in-person half day intensive strategic planning session with the P4VE Team on Tuesday, October 24th from 9:00am – 12:30pm at the CDC Foundation office in Atlanta, GA.

**Required skill set & qualifications:**
The respondent should offer:

• Expertise and experience in facilitating strategic planning processes with successful results
• Experience working in public health programs and nonprofit organizations. Specialization in nonprofit strategic planning would be ideal.
• Demonstrated communication and teamwork skills
• Flexibility, creativity, and desire to tailor previous experience to our unique program
• Previous clients who can speak to the consultant’s work and approach

**Desired skill set and qualifications:**

• Minimum of 5 years of relevant experience in nonprofit strategic planning with a preference for experience in health programs
• Ability to communicate in a clear, positive manner
• Strong people skills with the ability to build relationships
• Strong technical skills and proficiency in Microsoft Office Suite (Outlook, Teams, Excel, PowerPoint), Smartsheet, SharePoint, and Zoom

To apply, please send a statement of qualifications (e.g. Curriculum Vitae or resume) and letter of interest to the contacts listed below by Friday, July 21st. Only respondents who are selected for interviews will be contacted.

Nina Bobowski, MPH, Partnering for Vaccine Equity (P4VE) Program Director
CDC Foundation
nbobowski@cdcfoundation.org