



Request for Applications

NEWHERC Non-Profit Business Administrative Coordinator

Application Overview

The Northeast WI Healthcare Emergency Readiness Coalition Inc., a Wisconsin Incorporated Non-profit (NEWHERC) is soliciting applications from qualified contractors to serve as the NEWHERC non-profit business administrator coordinator for the Budget Period (BP) 3 of Oct. 1st 2026 (est.) to June 30th 2027. This contract is anticipated to run through June 30, 2027.

This contracted role supports HERC Region 3 in completing its obligations under the HPP-Grant. HERC Region 3 is a Wisconsin Non-profit that receives both HERC HPP funding through the WI Grant as well as other grants and private donations. The NEW HERC Non-Profit Business Administrative Coordinator position works closely with the NEW HERC Grant Coordinator in all aspects of business related to the HPP Grant. The Non-Profit Business Administrative Coordinator will have separate duties as described herein.

Total contracted amount may not exceed \$3,000 a month for this term (Oct. 2026(est.) to June 2027).

Background

NEWHERC Inc. is one of Wisconsin's seven Healthcare Emergency Readiness Coalitions responsible for coordinating health system preparedness and response activities at the regional level. HPP requires HERCs to complete annual updates to preparedness plans and assessments, integrate partner feedback, and support the region in meeting federal and state requirements. It is the ultimate goal that each of the states 7 HERCS will be self-sufficient and carry on even if HPP Grant dollars were eliminated.

Contact Information – nollenberg.tracy@kewauneeco.org

Scope of Work

The contractor will only support the grant HERC Coordinator in business and strategic activities. The Coordinator shall manage all HPP planning, assessment, documentation, and coordination activities. Work must align with deliverables and timelines in the DHS Scope of Work; while the business manager concentrates on the overall long term and strategic direction of the HERC via participating in Board planning, other grant and donation solicitation, and etc.

The successful candidate shall bridge the gap between HPP Grant requirements and the long-term Mission and Vision of the NEW HERC Inc. translating executive and board vision into sustainable, day-to-day operations that are sustainable in the long term.

Strategic Planning and Vision Alignment

- **Roadmap Development:** Design 3-to-5-year strategic plans alongside executive leadership and the board of directors.
- **Prioritization & Scope Control:** Evaluate every project or expansion through a strict mission-driven lens to prevent resource dilution.
- **SWOT Evaluation:** Conduct regular Strengths, Weaknesses, Opportunities, and Threats (SWOT) analyses to adapt to changing community and funding

Operational and Programmatic Strategy

- **Data-Driven Evaluation:** Monitor Key Performance Indicators (KPIs) to measure all HERC program effectiveness and long-term community impact (inclusive and exclusive of HPP).
- **Policy Engineering:** Formulate administrative policies and internal controls that align the NEW HERC Board and its membership with the long-term strategy.
- **Capacity Building:** Streamline operations and maximize organizational bandwidth beyond the existing HPP Grant.
- **Partnership Development:** Forge strategic alliances with community partners and government agencies to scale organizational reach.
- **Governance Partnership:** Maintain clear communication channels and role alignment between staff execution and board governance.

Contractor must maintain their own tax payments, tax reporting, insurance, and FICA SSI. This is a contracted position and as such the successful candidate will be an Independent Contractor non-employee of NEW HERC.

Contractor Qualifications

Required:

- Background in public health, emergency management, healthcare preparedness, emergency response, or related field.
- Demonstrated experience developing and leading a non-profit.
- Strong facilitation and partner engagement skills.
- Ability to produce high-quality written documents under deadlines.
- Proficiency in Microsoft Office and collaboration platforms.
- Ability to pass a background check, Drivers License and must not be Federal Acquisition Regulation Restricted (FAR Restricted or barred).

Preferred:

- Experience with Healthcare Coalitions or HPP programs.
- Familiarity with HVA tools, RISC Toolkit, and HSEEP concepts.

Application Requirements

Applications must include:

1. Cover Letter summarizing interest, experience, and availability.
2. Qualifications/Resume(s) demonstrating expertise.
3. Technical narrative explaining approach to completing the scope of work.
4. References (minimum two).

Evaluation Criteria

- Relevant experience and subject matter expertise 60%
- Quality and feasibility of proposed narrative approach – 30%
- Writing quality and clarity of proposal – 10%

Submission Instructions

Submit applications electronically to:

HERC Board Chair

Email: nollenberg.tracy@kewauneeco.org

Deadline: S e p t e m b e r 28, 2026

Funding for this agreement and future renewals is dependent on continued funding, performance, and regional needs.

NEWHERC reserves the right to enter into additional agreements for up to three future grant year budget periods with any candidates selected from this application process, pending future funding availability and satisfactory work performance.