

**Request for LETTERS OF INTEREST to provide
COMMUNITY RESILIENCE COORDINATION CONTRACT SERVICES
to Maliseet Community Development Authority**

Contract Anticipated Term: October 2026 – September 2029

The Maliseet Community Development Authority (MCDA), a partner to the Houlton Band of Maliseet Indians (HBMI), is seeking an individual to provide coordination and project support for ongoing tribal food sovereignty, energy sustainability, and climate resilience programs and help grow long-term community wellbeing.

BACKGROUND

Maliseet Community Development Authority (MCDA) is a 501(c)(3) non-profit organization founded in 2018 “to enhance the well-being of [the Houlton Band of Maliseet Indians \(HBMI\)](#) and its neighboring communities through initiatives in the following areas: Economic, Education, Culture, Social, Health & Wellness and Natural Resources.” MCDA is comprised of a president and a seven-member Board of Directors.

Under the direction of MCDA’s President, the Community Resilience Coordination Contractor (CRCC) will work collaboratively with HBMI tribal leadership, departments, and community members, regional partners, and other MCDA contractors to identify priorities and develop projects -including planning, funding, and implementation- that address the Tribe’s resilience goals.

The CRCC will be supported by a steering committee of HBMI staff who are advancing climate adaptation and mitigation, energy sustainability, and food sovereignty initiatives.

WORK TO BE DONE

The CRCC will strengthen cooperative efforts, foster new and ongoing partnerships, and leverage resources that contribute to the health and well-being of the Maliseet community and enhance HBMI’s overall resilience to environmental, economic, and infrastructure challenges by working collaboratively to:

- represent HBMI in ongoing tribal consultation with private developers and state and federal regulators around offshore wind development in the Gulf of Maine;
- play an active role in intertribal collaborations through the Wabanaki Sustainable Energy Team (WSET), participating in information sharing, partnership development, and collective project opportunities among multiple Wabanaki Tribal Nations;
- build capacity for improving the reliability and sustainability of energy systems and electrical infrastructure; and
- grow existing food systems and initiatives and explore innovative approaches that improve local food access and strengthen culturally relevant and community-driven food systems.

Primary Work Elements:

- Respond to offshore wind inquiries, participate in webinars and meetings where offshore wind is a topic of discussion.
- Gather direction, guidance, and support through regular meetings with a community resilience steering committee of tribal staff.
- Develop new project ideas that support HBMI’s community resilience priorities.
- Identify federal, state, and other funding opportunities to support existing and new community resilience projects.
- Maintain communication and coordinate with relevant state and federal agencies to support project development and funding opportunities.

- Assist with the development, submission, administration, and reporting of grants and funded projects.
- Foster and maintain partnerships with Wabanaki Tribal Nations, regional organizations, and other collaborators to strengthen cooperative resilience initiatives.
- Support and participate in intertribal collaborations through the Wabanaki Sustainable Energy Team (WSET).
- Maintain regular coordination with the Wabanaki Sustainable Energy Coordinator (WSEC) and other tribal coordinators across the State of Maine to support alignment and collective progress on sustainability and resilience initiatives.
- Work with tribal leadership, departments, and community partners to improve access to local food systems and culturally relevant, community-driven food initiatives.

Qualifications

Required: Experience developing and/or assisting in implementing sustainability initiatives and practices within an organization or community. Excellent interpersonal, verbal, and written communication skills; Self-direction, organization, motivation, and attention to detail; Strong collaborative project development skills; Proficiency in, knowledge of, or ability to learn how to use a variety of computer software applications, especially Microsoft Office; Attention to detail in composing, typing, and proofing materials, establishing priorities and meeting deadlines; Ability to communicate effectively with tribal leadership, community members, and external partners.

Desired: an associate's degree or higher in environmental science, sustainability, natural resources, public administration, community planning, agriculture/food systems, climate resilience, or a related field from an accredited institution. Experience writing, assisting, or managing grant applications and funded initiatives. Experience working with Tribal Nations, Indigenous communities, or community-based organizations. Experience coordinating partnerships, facilitating meetings, and supporting collaborative initiatives amongst multiple agencies. Familiarity with renewable energy technologies, climate adaptation strategies, food sovereignty initiatives, or infrastructure resilience planning.

APPLICATION AND SELECTION PROCESS

Email a letter of interest as a single document in PDF to Christopher Phillips, MCDA President, cphillips@maliseets.com by close of business, 5:00 pm **Friday, September 18, 2026**

The letter of interest should include the following:

- A brief summary or narrative outlining your general understanding of the community resilience coordination role and your interest in the work
- A description of your background, experience and qualifications
- A description of how you propose providing the requested support over the course of a 3-year contract period
- Proposed start date
- Quote for services
- 3 relevant references
- Attachments documenting qualifications and experience are encouraged.

All complete proposals received within the application period will be considered for inclusion in the interview pool. The top candidates will be contacted for an interview beginning **Monday, September 28, 2026**. The proposals along with the interviews will be used as the basis for selecting the most qualified and affordable contractor for this project. A detailed scope of work and compensation agreement will be negotiated with the chosen candidate following selection.

If negotiations outlined above ultimately fail, the next preferred candidate will be offered the same opportunity until a contract is signed or the opportunity is withdrawn.

Maliseet Community Development Authority is an Equal Opportunity Employer. Our commitment to diversity includes the recognition that our watershed restoration mission is best advanced by the leadership and contributions of people of all genders with diverse backgrounds, beliefs and cultures. Recruiting and mentoring staff to create an inclusive organization is a priority and we encourage applicants from all cultures, races, colors, religions, sexes, national or regional origins, ages, disability status, sexual orientations, gender identities, military or veteran status or other status protected by law.