



Founded in 1999, the NYSBA Research & Education Foundation (REF) is the preeminent philanthropic foundation in New York State dedicated to advancing the housing industry through research and education. NYSBA REF provides scholarships, research grants, and educational programming to further the professionalism of the housing industry.

REF is currently seeking proposals to handle the daily administrative functions of the organization for the remainder of the 2024 calendar year.

Please note: The REF Bylaws require the administrator's office to be within a 20-mile radius of Albany, NY.

The administrative contract would include but is not limited to:

1. Administrative duties (copies, filing, phones, mail, etc.)
2. Account payables and receivables
3. Bookkeeping, tax assistance
4. William Morehouse Scholarship assistance
5. Office services (phone, office equipment and supplies, basic mileage)
6. Board meeting setup, tracking, assistance
7. Misc. conference calls & Zoom meetings
8. Liaison, moderator, communicator between REF board and other organizations
9. REF representative at three board meetings per year as well as REF-related events such as scholarship presentations
10. Receive and moderate all funding requests between any organization and REF board

Potential extra items on a project-by-project basis:

1. Website design & updates
2. Social media
3. Facilitating promotions (web, email, social, materials, etc.)
4. Setup, coordination, tracking, promotion, and attendance of any REF Event (beyond three board meetings)
5. Any work needed to facilitate an approved funding request (beyond moderation services above).
 - a. Example: attending education seminar or local association function as REF rep (as part of the funding request)
6. Next Step Program
7. Legislative Report Card
8. Voter Voice (on issues that fall within REF's mission)
9. IBS Scholarship
10. Toolbox Awards
11. Any work outside of Admin base contract as detailed above. (must receive approval prior to expenditure)

Written proposals detailing qualifications and costs of services should be submitted by no later than August 9, 2024, via email to president@nysbaref.com for the REF Executive Board's review. The selected administrator will be for the remainder of the 2024 calendar year, with the option for the REF board to extend the term for the 2025 calendar year.