



**REQUEST FOR PROPOSAL
FOR
EXECUTIVE SEARCH FIRM TO ASSIST WITH
HIRING OF EXECUTIVE DIRECTOR**

Durham's Partnership for Children

Deadline to receive bids:

March 15, 2019 – 12:00 p.m.

Durham's Partnership for Children

1201 S. Briggs Avenue, Suite 210, Durham, NC, 27703

www.dpfc.net

DURHAM'S PARTNERSHIP FOR CHILDREN

Durham's Partnership for Children (DPfC) is accepting proposals from qualified executive search firms for the recruitment of the Executive Director. Please see the timeline below for important deadlines and review the following pages for complete information on the request for proposal process.

Timeline of Activities and Proposal Format

- Submit an electronic copy of the proposal via e-mail to Mary Jane Dunn, Contracts and Accounting Coordinator, at maryjane@dpfc.net by **12:00 noon on Friday, March 15, 2019** with the subject line: **DPfC Executive Director Recruitment Services Proposal**. Proposals received after that time will not be reviewed.
- Questions regarding the proposal can be directed to Cathy Collie-Robinson, Board Chair, Durham's Partnership for Children, at collierobinsonc@durhamtech.edu

Overview

Founded in 1994 and first funded in 1995 to administer the Smart Start grant in Durham County, the Partnership works as an independent, local 501©3 nonprofit that serves young children birth to age 5 and their families to ensure that all children enter school healthy and ready to succeed. For more than 24 years, the Partnership has helped parents pay for child care, improved the quality of child care and provided health and family support services to thousands of Durham County families with young children. In addition to Smart Start, the Partnership serves as an Early Head Start grantee, Durham's administrator of the NC Pre-K contract, a key partner in Durham PreK implementation, and the convener and facilitator of many community-wide initiatives. The Partnership leverages the public and private sectors to achieve its mission: *To ensure every child in Durham enters school ready to succeed, we lead community strategies for children birth to 5 and their families that promote healthy development and learning and enhance access to high quality care.*

Introduction

Durham's Partnership for Children (hereinafter referred to as "the Partnership" or DPfC) is soliciting proposals to establish a contract through competitive negotiations. The purpose of this contract is to acquire the services of a qualified contractor to provide Executive Search services in the hiring of an Executive Director.

Scope of Work/Service Expectations

Durham's Partnership for Children anticipates the following services would be provided by the executive search firm. The selected firm will be viewed as an active partner in assuring DPfC a high-level of satisfaction during the process and the outcome associated with this recruitment. Detailed Scope of Services may be revised and finalized at the time of the contract.

The Scope of Work shall include but is not limited to the following:

- Solicit input from the Board, or a sub-committee thereof, through meetings and/or interviews to understand the role, responsibilities, qualifications and appropriate experience needed for the position.
- Develop a recruitment strategy, process and timetable for completion of the work in consultation with the Search Committee.
- Review the Job Description and make recommendations as needed.

- Source a diverse pool of job candidates, including potential internal candidates, through a number of different channels including advertising likely to attract qualified candidates and proactively reaching out to candidates in the marketplace that may not be actively seeking the position.
- Prepare a list of individuals who should be encouraged to apply for the position and actively recruit them. Outline recruitment strategies including social media recruiting activities.
- Conduct initial screening of interested candidates with assessment of qualifications against those required in the Job Description. Solicit input from the Search Committee and the Board in narrowing down the list of top candidates for interviews.
- Coordinate notification of candidates being invited to final interviews as well as candidates not being invited to final interviews.
- Coordinate opportunities for the Board to meet the final top candidates.
- Complete and present comprehensive background information and reference checking on candidates selected to be interviewed.
- Develop documents to be used during final interviews including but not limited to: interview questions, scoring sheets, and feedback forms to be used during final selection.

Information Required – Proposal content

- a) Statement of Firm Qualifications: All responses must include a statement of qualifications, experience and description of the Respondent firm and its history. The response should specifically indicate the firm’s current and historical expertise in providing the Executive Search Services identified in the RFP. Include the proposed approach for working with DPfC in particular.
- b) Staff Qualifications: All responses must include written descriptions of the individuals’ experience for each person that will work directly with DPfC. Identify the individual(s) who will have primary responsibility for the executive search, for communications with DPfC, and the person who is authorized to negotiate and contractually-bind Respondent.
- c) Approach: All responses should include a plan for performing the services that lead to the hiring of a new executive director.
- d) Billing rate and structure: Respondents are required to include the following information in their response:
Respondent shall provide a cost proposal for their Executive Search Services, including an estimated number of hours.
 - As part of the cost proposal, please list each person that may perform services and their title, the proposed rate or blended hourly rate proposed, and the level of involvement anticipated for each component.
- e) References: All responses must include references from at least 3 clients of the firm, and preferably clients who have utilized the firm on matters related to Executive Search Services. The references must include a contact person, email address, and a phone number. In addition to the foregoing, all responses must include a listing of public and private clients for whom the firm has provided services similar to those set forth in this RFP, with a brief description of the services provided.

Evaluation and Process and Criteria

Selection of a Respondent to provide the Executive Search Services will be based on the following criteria:

- a) Experience and qualifications of the firm, and more specifically individual team members to be assigned to the engagement, in performing Executive Search Services for similar non-profit or government organizations.
- b) Proposal's responsiveness to RFP requirements.
- c) Firm's capacity to use an equity lens and bring a diverse candidate pool for consideration.
- d) Firm and staff's competence and knowledge demonstrated during the interview process, if applicable.
- e) Price

While the order of these factors does not generally denote relative importance, the Partnership acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates and the availability of flat fees, blended rates and caps on fees, and (2) strong experience and demonstrated expertise in providing Executive Search Services.

The Partnership reserves the right to consider such other relevant factors as it deems appropriate in order to hire the best value provider of the Executive Search Services. DPfC may or may not seek additional information from Respondents prior to making a selection.

This RFP does not commit DPfC to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. DPfC reserves the right to accept or reject any or all submittals received, cancel or modify the RFP in part or in its entirety, or change the RFP guidelines, when it is in the best interests of DPfC to do so.

Note: Job description is currently under review and may not be presented here in its entirety.

The Position

Duties and Responsibilities:

The Executive Director provides professional leadership for the Durham's Partnership for Children's activities including program coordination, personnel management, project evaluation and compliance with all state and federal rules and regulations regarding the Partnership's financial and programmatic activities. The Executive Director is accountable to the Durham's Partnership for Children Board of Directors for the proper management of the Partnership and will work closely with all Board-level committees to ensure the success of the Partnership's programs.

Community Leadership

- Serve as a catalyst for and develop collaborative programs and services for Durham County's young children and their families.
- Build consensus and strengthen relationships with community organizations serving children age 0-5 and their families.
- Create a place for the early childhood system's influence and leadership in new or existing collaborative efforts in Durham County.
- Serve as the contact for all media and public inquiries regarding the Durham's Partnership for Children.
- Keep the community informed of Partnership activities and achievements through adequate outreach and media coverage of Partnership events and achievements.
- Make presentations with staff to local groups to communicate the Partnership's goals and activities and to build public support for early childhood initiatives and intervention within the community.

- Represent the Partnership in diverse settings such as industry and/or community associations and events.
- Develop working relationships with private companies in Durham County to build private sector support for Durham's Partnership for Children goals and activities.
- Establish and maintain relationships with Durham County legislators to ensure accurate knowledge regarding Durham's County Partnership for Children's activities and achievements.
- Follow the General Assembly's activities regarding young children and work with other agencies within the county and state to represent the interest of young children.
- Attend NCPC Executive Director meetings and participate in statewide planning and collaboration efforts.

General Management

- Effectively lead and manage all programmatic, financial, and personnel functions, including allocation of funding, contract management and monitoring, ensuring the local partnership's accurate interpretation of and full compliance with funders' and local policies, contract requirements, and governmental regulations for financial and programmatic data.
- Plan, facilitate and direct the Partnership's financial development efforts; develop and maintain relationships with potential and existing funders; identify potential funding opportunities and oversee preparation of materials.
- Ensure compliance with laws and regulations and terms and conditions of contracts and grants affecting the Partnership; oversee vendor contracts; oversee operating budgets for adoption by the Board of Directors and prepare required reports to government agencies and funding sources.
- Plan, develop, and maintain the Partnership budget within established guidelines, ensuring efficient utility of all staff, services, supplies and equipment.
- Direct the efficient allocation and utilization of funding to ensure maximum outcomes for children.
- Ensure proper expenditure of funds and maintain appropriate documentation of all expenditures to ensure adequate accountability.
- Oversee reports for Board of Directors and its committees on actual vs. budgeted expenditures.
- Manage preparation for audits and ensure that recommendations are fully implemented.
- Manage multiple grants and ensure compliance with each funder's requirements.
- Monitor and evaluate service and financial status of all activities to ensure they meet required outcomes.

Personnel Management

- Work with the Board of Directors and/or its committees to establish proper personnel policies and procedures.
- Hire and manage all Partnership staff.
- Ensure proper compliance with all personnel policies and procedures.
- Hold regular staff meetings to ensure proper movement toward and attainment of all Partnership goals and objectives and establish work priorities.
- Perform formal performance appraisals and conduct informal feedback sessions on a regular basis.
- Ensure all necessary federal and state documents are completed and filed appropriately.

Board Support and Coordination

- Attend Board-level committee meetings to ensure proper coordination of activities, communications flow and non-duplication of efforts between and among all committees.
- Staff the Board of Directors, the Executive Committee and other committees deemed appropriate by the Board. Schedule meetings and prepare reports, agendas, minutes, and other materials.
- Establish communication systems between and among committees at all levels to ensure adequate flow of information and ideas.
- Work with and through all Partnership staff to ensure adequate collaboration and communication of all Partnership activities.

- Manage the Partnership's Strategic Planning process, balancing the need for local data collection and planning with NCPC requirements.

Systems Change

- Build and maintain strong working relationships with partner organizations and agencies, and manage the local collaborative change process to ensure that all the Partnership programs work together with other community resources to effectively accomplish the Partnership's vision, mission and goals.
- Increase the local community's capacity to deliver services to children and families, which have been locally designed and planned.
- Actively advocate at the local, state and national levels for systemic improvements, which will support and enhance the development of children and families.

Demonstrated Personal Characteristics:

- Perceived as a visionary leader who "sees the big picture" and inspires others toward the mission.
- Results-oriented with a multi-task aptitude suited for working under deadline pressure.
- Relates well with others and promotes a positive demeanor.
- Exhibits cultural competence working with diverse teams.
- Discreet and tactful.
- Demonstrates sound judgment.
- Problem-solver; creative and forward thinking.
- Self-motivated with demonstrated high maturity level.
- Reliability, regular attendance at work.
- Grooming and dress appropriate for professional office environment

The Executive Director is responsible for other duties as assigned.

It is the responsibility of all staff to contribute to the positive work environment at DPFC and work to maintain a team effort.

Essential Functions:

Knowledge, Skills, and Abilities:

1. Ability to express ideas clearly and concisely, verbally and in writing, and to plan and execute work effectively within a specified time frame.
2. Technical ability to carry out duties with regard to laws, rules, regulations, etc. Experience and/or background in resource development and non-profit management.
3. Superior organizational skills and initiative; capacity to accept and follow through on responsibilities.
4. Proven skills as a supervisor of staff.
5. Ability to establish and maintain effective working relationships with Board and/or committee members, supervisors, peers, private providers, community agencies, and other resources.
6. Ability to carry out functions with minimal supervision.
7. Ability to foster an environment that minimizes consequential errors.

8. Clear and concise communication, both orally and in writing.
9. Ability to maintain confidentiality of information in the performance of duties.
10. Thorough knowledge of the organization's goals and missions as well as DPFC and/or funded partners services.
11. Strong interpersonal skills that allows for appropriate interaction with personnel in the state, in the community, and within the agency.
12. Competence with the computer and related software and other equipment and office technology, as required.
13. Thorough knowledge of the organization's position regarding the achievement of its goals and missions, and its compliance with legal and regulatory requirements.

Safety, Security and Confidentiality: This position requires keeping complete confidentiality of all human resource/financial information and protecting the confidentiality all DPFC files and records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The physical requirements of this position are those typical of office staff.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

An individual in this position will be exposed to conditions typical of office staff.

Employer's Rights: This job description is general in nature and illustrative of the kind of duties and responsibilities required of this position. It is not exhaustive and does not contain a detailed description of all of the duties that may be required of the incumbent occupying this position.