

Request for Proposals (RFP) for Executive Search Firm

Will County Center for Community Concerns seeks to retain an Executive search firm to assist the board to recruit and hire the organization's next Executive Director. This RFP outlines the expectations and timeline for the scope of work. The selected firm will possess capacity and competencies on a full range of services, including experience with conducting successful executive searches for similar-sized nonprofit organizations and implementing equitable and inclusive recruiting and hiring processes. We look forward to working with the firm to attract a qualified and diverse set of candidates to hire our next Executive Director to lead WCCCC's work.

Background on Will County Center for Community Concerns:

The Mission of Will County Center for Community Concerns is to assist and enable low to moderate income individuals to obtain the opportunities needed to prepare themselves for self-sufficiency.

Will County Center for Community Concerns is a Community Action Agency – as such WCCCC works to create change in the community and takes action to help ensure that Will County residents in need can overcome their challenges and become self-sufficient.

RFP Selection Process Timeline:

Proposals are due March 4th, 2024 at 4:00 PM

February 5th, 2024: RFP Released

March 4th, 2024: Applications Due

March 18-22, 2024: Interviews

March 27-29, 2024: Final firm selected and awarded

April 1st, 2024: Proposed start date

Scope of Work

The selected firm will:

- Work in close coordination with Will County Center for Community Concerns' Executive Search Committee, an ad-hoc committee of board charged with supporting the search;
- Perform both a Chicago-Joliet and nationwide search to identify candidates with deep knowledge of local issues to serve as the next Executive Director of WCCCC;
- Provide guidance in structuring the recruitment and hiring process and timeline;
- Develop a recruitment plan, screen, and list potential candidates;
- Prepare client for interviews;
- Support the process of final negotiations that result in an accepted offer letter.

A successful search is one that ends in the recruitment of a candidate(s) that effectively meets all the job requirements and qualifications, and which receives approval for hire from the Will

County Center for Community Concerns Board of Directors. The end of engagement will be marked by a signed offer letter. The Will County Center for Community Concerns Board of Directors are hopeful this will occur no later than September 2024.

Executive Director Search Committee

The executive search firm will report to the Board Chair, Linda Pote and Executive Director, Kris White, and will work in close coordination with the Executive Director Search Committee, an ad-hoc group of board and staff providing support to the search process. The Executive Director Search Committee will make a final recommendation of hire to the Board of Directors. The Board of Directors will then make the final hiring decision.

RFP Submission Requirements

Proposals should be no more than ten (10) pages, not including references, and cover the following:

1. Organization Description: Brief history and summary of your firm and expertise.
2. Recruitment Approach: Please tell us about the process and methodology you would go through to find a successful candidate for WCCCC. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the firm to be responsible for and what you expect from WCCCC. Include how you plan to engage and include other board members not on the Executive Director Search Committee as part of this process. Also include what networks you are able to access on behalf of this search.
3. Deliverables: How will we measure success throughout the process?
4. Proposed Timeline: Estimate the start and end dates for each phase of the search process. Phases should end with offer being made to candidate no later than September 15, 2024.
5. Budget: Proposed cost along with narrative description of what is included in this cost. All costs from conception to completion should be included.
6. Experience and Unique Qualifications: Describe your firm's experience for similar requirements and the value that you brought to those assignments. (Overview of recent successful searches, description of your network/experience as it applies to this position, average time to close, and what would make you a unique partner for WCCCC.)
7. References: Provide at least three references (with at least 1 of each of the following):
 - a. A successful president/executive director search, where the president/executive director has been with the organization more than three years. Please provide contact information for both the president/executive director and, if possible, the board member contact with whom the firm contracted.
 - b. A recent (within the past 12 months) president/executive director placement. Please provide contact information for the president/executive director as well as the board or staff contact with whom the firm worked most closely.

Proposals must be sent electronically in a single PDF file to: kwhite@wcccc.net,
Subject Line: Executive Director Search RFP, by March 4th, 2024, at 4:00 PM EST. By submitting a
proposal, the firm authorizes WCCCC to contact references to evaluate the firm's qualifications
for this project.

Evaluation Criteria

All proposals will be evaluated based on the following key criteria:

- Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project.
- Understanding of and commitment to WCCCC'S mission, values, programs and strategic objectives.
- Demonstrated experience with similar-sized nonprofit organizations.
- Completeness and quality of response, including clear deliverables and reasonable approach.
- Proposed cost and timeline.
- References.

Top-rated candidates will be invited to interview with the Executive Director Search Committee. The selected consultant and WCCCC will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.