

Family Forward Executive Search

Request for Proposal

Family Forward Oregon and Family Forward Action Boards of Directors are seeking an executive search consultant or firm to assist in assessing our leadership needs and recruiting and hiring Family Forward's next leader. This RFP outlines the expectations and timeline for the scope of work. The selected group will possess capacity and competencies in a full range of services, including experience with assessing organizational leadership needs, conducting successful executive searches for advocacy nonprofit organizations similar in size, and implementing equitable and inclusive recruiting and hiring processes.

Background and who we are

Family Forward is a feminist, anti-racist, grassroots advocacy organization that fights for systems and public policies that value the work of caregiving and directly support mamas and caregivers. Our team has had steady growth as we continue to build grassroots political power with mamas and caregivers to support caregiving and fight for racial, gender and economic justice. After over a decade of working for change together, we've had some big wins—including passing the nation's most inclusive paid family and medical leave program and a historic \$100 million investment in child care for Oregon families.

Family Forward's co-founder and Executive Director of fourteen years has recently announced she will leave Family Forward to serve as a new co-Director of Child Care for Every Family Network, which is working to build a state-to-national campaign for

universal child care. She's taking our work to the national level! Our staff and board see this as a moment to assess our strengths and needs, and find our next leader.

The selected firm will:

- Work with a transition team comprised of Family Forward Oregon and Family Forward Action board members and staff
- Work with the transition team to assess Family Forward's leadership needs based on our recently completed 5-year strategic plan, and engage with relevant stakeholders
- Lead the process of creating an updated job description
- Provide guidance on and implement the recruitment and hiring process and timeline including advising on salary
- Lead and conduct an extensive search including: recruitment; coordinate intake of application packages; conduct initial vetting of applicants; manage scheduling of interviews; facilitate transition team assessment of candidates and selection of finalist for board consideration
- Support the process of final negotiations that result in an accepted Letter of Hire

A successful search is one that ends in the recruitment of a candidate that effectively meets all the job requirements and qualifications, and which receives approval for hire from the Board of Directors. The end of engagement will be marked by a signed Letter of Hire. The Board of Directors are hopeful this will occur no later than December 2022.

Project Team

The executive search firm will report to a designee of the Boards, and will work in close coordination with the transition team.

RFP Submission Requirements

Proposals should include the following:

1. Organization Description: Brief history and summary of your firm and expertise.
2. Leadership Assessment Approach: Please tell us about the process you would go through to reassess an organization's leadership needs
3. Recruitment Approach: Please tell us about the process you would go through to find a successful candidate. 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 us.
4. Proposed Timeline: Estimate the start and end dates for each phase of the search process.
5. Budget: Proposed cost along with narrative description of what is included in this cost.
6. References: Provide two references:
 - a. A successful Executive Director search, where the Executive Director has been with the organization for at least two years. Please provide contact information for both the Executive Director and, if possible, the board member contact with whom the firm contracted.

b. A recent (within the past 12 months) Executive Director placement.

Please provide contact information for the Executive Director as well as the board or staff contact with whom the firm worked most closely.

Please send proposals electronically to jobs@familyforward.org, by June 17, 2022, at 5:00PM.

By submitting a proposal, the firm authorizes Family Forward 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 group's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project
- Understanding of and commitment to Family Forward's mission, values, programs and strategic priorities
- Experience developing a racially and culturally diverse candidate pool
- Reflection on recruitment and hiring practices that advance equity and inclusion
- Demonstrated experience with similar in programming nonprofit organizations
- Proposed cost and timeline
- References