

Release Date: 6/22/2018

Number: 18-05-1

Service Needed: Consultant for the Executive Director Search Process: Recruitment, Selection and On-Boarding for the next Executive Director of Neighborhood House.

About Neighborhood House

Neighborhood House is one of the oldest social service agencies in the Puget Sound region and has a long history of working with King County's immigrant, refugee and low-income communities. Our mission is to partner with diverse individuals and families to build community and achieve their goals for health, education and self-sufficiency. Last year, Neighborhood House served over 14,000 individuals of all ages through programming in the areas of early childhood education, youth and family services, employment & adult education, housing stability, aging & disability services and community health.

To make our services more accessible to community members in need, we frequently co-locate our programs with other providers. We have over 25 locations throughout King County including sites in affordable housing communities, WorkSource centers, local colleges, and public schools. Neighborhood House provides linguistically and culturally competent services, and prioritizes hiring from the communities we serve. We currently have 285 staff, who speak 43 distinct languages.

As a Community Action Agency, our Board of Trustees is made up of 1/3 low-income representatives, 1/3 elected/appointed representatives, and 1/3 community members. Our current Board members include a formerly homeless person, a Head Start parent, and two people who work for community organizations serving the same populations as Neighborhood House.

Neighborhood House is beginning the search for their next Executive Director, who will join the agency during the fall of 2019. The Board of Trustees is searching for professional services to partner with the board, the Human Resources Director and the administrative team to design and oversee the process to successfully identify and on-board a qualified diverse candidate. We seek a consultant that supports our culture, values, mission, vision, and commitment to equity and inclusion.

Scope of Work. Interested parties can submit for the entire scope listed below, or for any sub-section or component of work listed below for which they feel they are qualified.

1. Develop full cycle recruitment and selection process for the Board of Trustees including engagement of staff, leadership, and stakeholders. (07/18 - 09/19)
 - a. Create a promotional job announcement strategy and applicable materials including, but not limited to, an agency overview, job announcement, and job description in line with Neighborhood House branding standards.
 - b. Create and facilitate an outreach plan for sourcing candidates, with a focus on developing a diverse applicant pool.
 - c. Create and facilitate a screening and selection process including internal engagement from staff, leadership, and the Board of Trustees.

- d. Support the Board of Trustees in a collaborative decision making process involving staff, leadership, and other stakeholders.
2. Under the direction from the Board of Trustees and in partnership with the Human Resources Director and leadership, provide on-going executive development and support to the new Executive Director. (to be completed by 08/20)
 - a. Create and implement a comprehensive on-boarding plan for the successful candidate.
 - b. Provide on-going executive coaching for the new Executive Director.
 - c. Develop tools for the Board of Trustees to assess and evaluate the new Executive Director including both short term and long term success measures.

Qualifications

Required

- Must have experience in the full cycle recruitment of a top leadership position in the Puget Sound Region (*if applying for this portion of the scope of work*).
- Must have experience providing executive coaching (*if applying for this portion of the scope of work*).
- Must have experience working with a volunteer Board of Trustees.
- Must have experience working with non-profit organizations in a professional capacity.
- Must have experience working with ethnically diverse low-income populations.

We seek to utilize women and minority-owned businesses and small businesses, where competitive.

Time Period

Neighborhood House anticipates using the services of the consultant(s) selected through this RFQ through the dates shown above. Neighborhood House reserves the right to re-bid services for any reason prior to these dates and makes no promises regarding minimum levels of services or products that will be purchased through this RFQ.

Evaluation Criteria

- Meets qualifications
- Level of experience (record of past performance)
- Availability
 - Consultants should be available for in-person interviews during the afternoon or evening of July 3, 2018; or make themselves available for alternative, timely, scheduling options.
- Business integrity
- Cost/rate for services

Questions

Anna Sullivan, Human Resources Director; (206) 461-8430 annas@nhwa.org

What to Include in Submission:

- The component(s) of the scope of work for which you are submitting.
- Rates: Price per hour or overall fee for scope of work. (*note: Agency will not be considering percentage of salary based fee structures*)



- Estimated number of hours for each specific area included in the scope of work.
- Short bios and rates of consultant(s) performing each task.
- Overview of approach to accomplish the scope of work including communication plan with the Board.
 - Note: Board of Trustees meets monthly with additional committee meetings.
- Description of experience with similar scopes of work.
- Contact information for at least 3 professional references.
- Any conflicts with availability during the process and plan to address them.
- Others materials: Consultant's discretion.

Submission Close Date: 6/27/2018 at noon

Submissions To: Email jocelync@nhwa.org or FAX submissions to (206) 923-6776, attention: Jocelyn Craig.

Additional Requirements (if selected): Neighborhood House may require any or all of the following: a written contract; proof of professional and/or general liability insurance; pass background checks, clear a check of the federal EPLS (Excluded Parties List System), proof of Washington State business license or comparable license from another state; other checks and reviews appropriate to the nature and scope of the engagement.