

Request for Proposals Executive Director Search

Request for Proposal: Recruitment of Executive Director (ED) for Immigrants Working Centre
Issued: November 23, 2020

Submission Deadline: December 4, 2020 (5 p.m. EDT)

Contact: Gordon Goldschleger, LIFT Philanthropy Partners at ggoldschleger@liftpartners.ca.

RFP Questions: All questions on the RFP should be directed to Gordon no later November 27, 2020. Responses to questions will be sent to all bidders via email as warranted.

Immigrants Working Centre (IWC) invites proposals to undertake an executive search for an Executive Director (ED) for the organization. IWC is a registered charity providing settlement services in Hamilton, welcoming new Canadians and supporting their full social, civic and economic participation in their new city. IWC has four sites and has an ambitious new strategic plan to guide their growth. The ED will be responsible for strategic leadership of IWC and implementing the strategic plan.

Position Overview

The ED, in partnership with the Board of Directors, is responsible for successfully achieving the vision and mission of the organization. The ED is accountable for the following:

- *Strategic Leadership & Management:* Overall strategic leadership and accountability for all aspects of IWC, including execution of the organization's strategic plan and development and implementation of major strategic initiatives;
- *Strategic Relationship Building:* Cultivating, building and sustaining effective partnerships with stakeholders, donors, media, governments and other community partners for revenue diversification, profile raising and service delivery;
- *Governance:* Building and maintaining a professional and collaborative relationship with the volunteer Board of Directors, developing sound advice, recommendations, and reports to enable the Board to make sound strategic decisions and discharge its fiduciary duties; and
- *Financial and Administrative Oversight:* Providing key oversight of the organization including annual operating plans and budgets to align with the Strategic Priorities.

Additional information on IWC can be found at <https://www.iwchamilton.ca>

Submission Procedure

All proposals must be received by LIFT Philanthropy Partners no later than 5:00 p.m. EDT on December 4, 2020. Late proposals will not be accepted. Proposals should be submitted by e-mail to ggoldschleger@liftpartners.ca. IWC and LIFT reserves the right to negotiate with the selected bidder in the event that the proposed cost exceeds available funds. IWC and LIFT also reserves the right to reject any or all bids.

Proposals will only be opened after the submission deadline.

The successful firm will work directly with the Succession Planning Committee (SPC), which will be established by the Board of Directors.

Submissions Requirements

Proposals will be considered from Executive Search Firms with demonstrated experience and success recruiting senior leadership positions in the social sector. All proposals should include the following:

- Firm background (and qualifications, include previous executive search experience for similar roles;
- Demonstrated proof the firm operates with Anti Racism Anti Oppression Framework
- Search Team, including the descriptions and experiences of each team member and their specific role on the project;
- Search Approach and Methodology, including a description of your recruitment process, advertising strategy, interview methodology, and specific services to be provided. Methodology should also include recommendations for how to involve IWC's senior management team to meet the final candidate(s) as part of the process;
- Schedule of Work, including estimated start and completion dates;
- Total Cost, including consulting fees and search expenses. Proposed fees must be valid for a period of 90 days from proposal submission;
- Examples of at least two previous search experiences for senior leadership searches for social sector organizations experiencing significant growth; and
- Guarantee Policy.

Please note that the selected firm will be required to provide proof of liability insurance.

Proposal Criteria

All proposals received will be evaluated with the contract awarded to the firm that best meets the following criteria:

- Qualifications and previous, relevant executive search experience;
- Demonstrated experience identifying and recruiting diverse candidates that are reflective of the GTA & Hamilton's diverse populations.
- Search team background;
- Search strategy and methodology; and
- Fee structure and guarantee.

Contact Information:

All communications concerning this RFP must be directed to:

Gordon Goldschleger

Director, Social Impact, LIFT Philanthropy Partners

Tel: (416) 575-5414

E-mail: ggoldschleger@liftpartners.ca