



## **Request for Proposals (RFP) for Executive Search Consultant**

The National Women's Health Network seeks to retain a consultant, firm, or organization to assist the board and staff to recruit and hire the Network's next Executive Director. This RFP outlines the expectations and timeline for the scope of work. The selected consultant 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 consultant to attract a qualified and diverse set of candidates to hire our next Executive Director to carry forward the Network's important mission.

### **Background on NWHN:**

Founded in Washington, DC in 1975, the Network has been a leader in the larger women's rights movement. We are consumer activists supported by a national membership of thousands of individuals. We shape policy and support consumer health decisions; monitor the actions of Federal regulatory and funding agencies, the healthcare industry, and the health professions; identify and expose health care abuses; and mobilize grassroots action for women's health. Our Mission is to improve the health of all women by developing and promoting a critical analysis of health issues in order to affect policy and support consumer decision-making. The Network has a current operating budget of \$1.7M and staff of 9 people.

The National Women's Health Network welcomes, values and celebrates diversity. We are strongly committed to the promotion of race, gender, ability, and class equity throughout the organization. The Network does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status, disability or any other legally protected status.

For more information, visit our website: [www.nwhn.org](http://www.nwhn.org)

## **RFP Selection Process Timeline**

Proposals are due March 7, 2021 at 5PM PST.

February 22, 2021: RFP Released

March 7, 2021 (**extended to March 12, 2021**): Proposals due

March 8, 2021: First review

March 8-12, 2021: Interviews

March 14, 2021: Recommendation to Executive Committee of the Board

March 15, 2021: Final consultant selected and awarded; Proposed start date

## **Scope of Work**

The selected consultant will:

- Work in close coordination with the Network's Succession Planning Committee, an ad-hoc committee of the board of directors charged with supporting the search;
- Develop relevant recruitment materials, including an updated job description and job announcement;
- Perform an extensive, nationwide search with a focus on candidates local to DC for the next Executive Director of the National Women's Health Network;
- Provide guidance in structuring the recruitment and hiring process and timeline; and,
- Support the process of final negotiations that result in an accepted Employment 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 Board of Directors. The end of engagement will be marked by a signed Offer Letter of Employment. The Board of Directors are hopeful this will occur no later than May 2021. If the process does not result in a signed offer, the Network will work with the consultant to negotiate possible extensions and/or adjustments to the process to identify a wider pool of candidates that results in a successful hire.

## **Project Team**

The executive search consultant will report to the Succession Planning Committee Co-Chairs Kentina Washington-Leapheart and Joy Eckert, and will work in close coordination with the Succession Planning Committee. The search consultant and the Succession Planning Team will work collaboratively to develop an inclusive process that includes regular and consistent communication with staff members and other key stakeholders. The Executive Committee of the Board of Directors will make the final hiring decision.

## **RFP Submission Requirements**

Proposals should be no more than four (4) pages, not including references, and cover the following:

1. Organization Description: Brief history and summary of your consultant and expertise.
2. Recruitment Approach: Please tell us about the process you would go through to find a successful candidate for the Network. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the consultant to be responsible for and what you expect from the Network. 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.
5. Budget: Proposed cost along with narrative description of what is included in this cost.
  - a. **The Network has a budget of \$25k-\$30k to aid in this process.**
6. References: Provide two references:
  - a. A successful Executive Director search, where the Executive Director has been with the organization more than three years. Please provide contact information for both the Executive Director and, if possible, the board member contact with whom the consultant 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 consultant worked most closely.
  - c. An organizational client similar in scope and size as the Network.

Proposals must be sent electronically in a single PDF file to:

[nwhn-edtransition-committee@googlegroups.com](mailto:nwhn-edtransition-committee@googlegroups.com) **Subject Line: Executive Search RFP**, by March 12, 2021, at 5:00PM PST. By submitting a proposal, the consultant authorizes the Network to contact references to evaluate the consultant'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 consultant's ability to provide the depth and breadth of experience, skills, knowledge and creativity required by this project to identify and recruit candidates that demonstrate a commitment to race, gender, ability, and class equity.
- Understanding of and commitment to the Network'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.
- References.