



## ACY RFP for Executive Search Partner

**Project Title:** Executive Search partner, ACY Executive Director search

**Proposal Deadline:** November 30, 2020 at 11:59 p.m. ET

**Estimated Project Start:** January 11, 2021 or after

**Submission:** [jobsearch@acy.org](mailto:jobsearch@acy.org) with "Executive Search RFP" in the subject line.

### ACY Overview:

Advocates for Children and Youth builds a strong Maryland by advancing policies and programs to ensure children and families of every race, ethnicity, and place of birth achieve their full potential.

- We protect the rights of children in all aspects of health, justice, education, and welfare—improving the social sphere for each of Maryland's children
- We champion the need for a better world for each child and watching out for them when no one else does—it is all about building positive childhood experiences for generations to come

**Project Overview:** The ACY Executive Committee of the Board is seeking to engage with an executive search partner/firm for the search of a permanent executive director. The interim executive director of ACY is contracted through August 2021.

### Scope of work:

- Refine and revise the position description to meet the future needs of ACY.
- Lead search for Executive Director hiring.
- Conduct outreach to build pool for Executive Director hiring.
- Ensure diversity of pool and commitment to equity in recruiting.
- Manage candidate relationships and process.
- Maintain confidentiality and ethics.
- Project manage search including timelines, weekly updates, and managing candidates in our tracking system.
- Presentation of 5 fully vetted candidates meeting the criteria of the role on or before May 2021. If we find that the current situation, national election, and candidate schedules hinder this, we may move the timeline.

**ACY contact:** Mariama Boney, Interim Executive Director at [mboney@acy.org](mailto:mboney@acy.org)

**Criteria for selection:** All applicants will be judged on the basis of criteria including:

- Experience in leading and closing executive searches (plus for advocacy, nonprofit and/or association searches)
- Demonstrated experience working with value-driven, DE&I focused, transitioning organizations of similar size
- Track record of exercising the highest level of judgment and confidentiality
- Relationship building and ability to build strong pool of candidates
- Strong equity lens and commitment to equity in your work
- Familiarity of contemporary framework and concepts in association or non-profit management



**Proposal submissions:** To be considered for this role, please submit a brief proposal of no more than 3 pages to include the following information below. Please make sure to include the following information:

- **Background:** Name, title, contact information, and business license information.
- **Experience:** Tell us about your relevant experience. Additionally, please list 3 similar searches that you have worked on, including the role, the organization, the hired candidate, the lead search person, and the date closed.
- **Expectations:** Please highlight what your expectations are of the ACY search committee, staff, and those involved in the search process.
- **Availability:** Please share you/your firm's availability to work on this search and response to the suggested timing (considering the election).
- **Equity:** Please explain how your firm/you has advanced the values of equity, diversity, and inclusion in your work. Please detail how you have reflected this within your firm/practice including how or where diversity is reflected in the leadership and ownership of the firm, and how you advance race equity within the search process and candidate recruitment.
- **References:** Three past clients that ACY may reach out to as references, your role, and their contact information.
- **Location:** Please note the location(s) of consultant(s). Consultant(s) may be based anywhere in the contiguous US.
- **Budget/Fee:** Please share your fee/rate for the Executive Director search.

**Most-favorable terms:**

- ACY reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the vendor could propose. There will be no best-and-final-offer procedure. ACY does reserve the right to contact a vendor for clarification of its proposal.
- The vendor should be prepared to accept this request for proposal for incorporation into a contract resulting from this request for proposal. Contract negotiations may incorporate some or the vendor's entire proposal. It is understood that the proposal will become a part of the official procurement file on this matter without obligation to ACY.

**No obligation to contract**

This request for proposal does not obligate ACY to contract for services specified herein.

**Rejection of proposals**

ACY reserves the right at its sole discretion to reject any and all proposals received without penalty and not to issue a contract as a result of this request for proposal.



## **We Are ACY**

ACY builds a strong Maryland by advancing policies and programs to ensure children of every race, ethnicity and place of birth achieve their full potential. Our work aims to improve the lives of Maryland's 1.3 million children and 530,000 youth through policy change and program improvement. We advocate at state and local levels for policy and program changes, track data and hold agencies accountable for results, and ensure that all children and their families have sufficient and equitable resources and opportunities for success and receive appropriate services to address their needs. As Maryland is a racially and ethnically diverse state, we conduct all of our work with a rigorous race-equity focus that we sharpen every day.

**ACY determines our priorities based on two broad factors: empirical evidence supporting legislative or regulatory policies to achieve positive outcomes for children and youth, and our engagement with directly affected populations in communities across the State.** We further develop our policy solutions and strategies in coalition with diverse stakeholders and organizations. We believe that any strong coalition must include not just the established non-profit organizations, but also local groups led by youth and/or people of color.

## **We work toward a Maryland where:**

- Outcomes and access to opportunities for children across Maryland are not predicted by race or zip code;
- Families and communities are healthy as well as adequately and equitably resourced;
- Policies, programs, and institutions are appropriately implemented, funded and staffed, and accountable for strong results; and
- Youth, families, and communities are driving the agenda and have the capacity to advocate for their needs.

## **ACY Mission and Values**

For over 30 years, ACY has served as Maryland's only statewide non-partisan, nonprofit organization that works across all issue areas that impact a child's life to close disparity gaps and improve outcomes for children and youth. ACY was founded in 1987 by a group of prominent community leaders who saw the need for an independent organization that would advocate for the state's children and families in the community, the media, and the public policy arena. ACY is the only organization working across these issue areas to address racial disparities and ensure a holistic approach to improve outcomes for children in every area of their lives. Our mission is to build a strong Maryland by advancing policies and programs to ensure children and families of every race, ethnicity, and place of birth achieve their full potential.

**Advocates for Children and Youth is committed to a workplace where we:**

- Are driven by passion and purpose.
- Act as a collaborative team.
- Appreciate each individual.
- Demonstrate integrity and trust.
- Understand that we cannot achieve our mission without addressing systemic racism.
- Are grounding our work in community.
- Work hard but honor and care for ourselves.