



504 Dudley Street ♦ Roxbury, MA 02119

DUDLEY STREET NEIGHBORHOOD INITIATIVE

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**Request for Proposal
Executive Search Firm
May 2014**

Proposal Summary

Dudley Street Neighborhood Initiative (DSNI) is requesting proposals from qualified executive search firms to assist in recruiting and hiring an executive director. Firms should have the demonstrated ability to recruit highly qualified persons who have successfully: 1) directed organizations based in culturally-diverse communities; 2) worked collaboratively with staff teams and community partners; 3) managed multi-million dollar budgets; and 4) implemented community organizing, planning and development programs and initiatives. The ideal executive search firm will have at least ten years' experience placing this type of candidate into similar organizations.

About Us

The Dudley Street Neighborhood Initiative (DSNI) is a nonprofit, community-based planning and organizing entity rooted in the Roxbury/North Dorchester neighborhoods of Boston. DSNI's approach to neighborhood revitalization is comprehensive including economic, human, physical, and environmental growth. DSNI was formed in 1984 when residents of the Dudley Street area came together out of frustration and hope to revive their neighborhood that was devastated by arson, disinvestment, neglect and redlining practices, and protect it from outside speculators.

In 2014 DSNI celebrates its 30th Anniversary. For the three decades, residents of the Dudley community have been rebuilding their neighborhood literally from the ground up. Thirteen hundred lots, once neglected and abandoned, now represent the wellspring from which the vibrant urban village -- a concept conceived by residents -- has emerged. Today, those devastated lots are cleaned up and home to more than 225 families living in *permanently* affordable housing, parks, a greenhouse and an urban farm on the community land trust and hundreds of new homes, new schools and a community center.

Utilizing the successful strategies of community engagement, resident and youth leadership development, public-private partnership formation, and multi-stakeholder collaboration, DSNI has established a track record in supporting early childhood development, youth leadership, and substantive school partnerships. Maintaining a commitment to resident leadership and local control, DSNI provides a vehicle for community residents to plan, create and manage the Dudley neighborhood. Now DSNI is one of the few nationally prominent Promise

Neighborhoods, with multi-year funding from the US DOE, to link place-based change with support of children and families from birth to career.

Scope of Services

The duties the executive search firm will perform include:

- Meet with the Search Committee to continue to refine the requirements and qualifications of the ideal candidate and to develop a descriptive position profile.
- Develop outreach plan, with special emphasis on reaching a racially and culturally diverse pool of candidates.
- Work with the Search Committee to develop selection criteria and plan.
- Craft a set of interview questions with input from the Search Committee
- Develop all job postings and advertise regionally and nationally, using appropriate media. Measure the interest and reach of the distribution channels. Issue regular reports to the Search Committee on the status of the search.
- Screen all applicants and complete initial interviews, recommending an appropriate selection of candidates for interviews with the Search Committee.
- Conduct full background checks, including but not limited to criminal history, traditional media and social media presence, and reference reviews. Full disclosure to the Search Committee of initial screenings, interviews and background checks.
- Assist with negotiating final terms of employment (salary, benefits, start date, etc.) with DSNI.
- Perform other duties related to the search as requested by the Search Committee and/or the DSNI Board of Directors.
- Recommend onboarding and coaching follow-up plans as needed, based on findings from references and selection process.

Requirements

Qualified firms or individuals must have extensive experience recruiting, selecting and placing leaders into similar positions. Success in building diverse pools of candidates is essential. Experience with urban neighborhoods is preferable. Relationships with nonprofit and philanthropic entities across the community organizing, advocacy and/or community development field is desirable.

Proposal Content

To respond to this RFP, please prepare materials that address the following:

1. An overview of your firm, its size, history, areas of expertise and history of similar searches.
2. The strategy and methodology that the firm will use to conduct this executive search, with special attention to:
 - how you would develop a profile for promising candidates;
 - how you would build a pool of qualified and diverse candidates;
 - and

- how you would ensure that applicants feel supported throughout the selection process and positive about their relationship with DSNi even if not selected.
- 3. The roles for the primary/lead individuals who will be responsible for the DSNi engagement. Please include biographies of each of these individuals, addressing their educational qualifications, their years of executive search experience, position and total years with the firm.
- 4. Expectations for coordination and communication with the DSNi Search Committee throughout the search process.
- 5. Standard services provided in a typical executive search, including any changes or suggestions to the desired services requested in this RFP.
- 6. The methodology to conduct references and background checks on prospective candidates.
- 7. The fee for all services provided by your firm. Please identify any ancillary services that could require additional fees.
- 8. Names of clients, contact persons, e-mail and telephone numbers for at least three similar clients served in the last three years.

Selection Criteria for the Search Firm

In our selection of the search firm, we will evaluate:

- Stability, experience and track record of the executive search firm and of the personnel assigned to DSNi for this search
- Creativity and commitment to meeting our goals on diversity and applicant experience
- Familiarity and experience with the nonprofit sector and similar placements (regionally and/or nationally)
- Depth of knowledge, experience and resources to provide required services, including time available to dedicate to this engagement by the professional leading the engagement
- Independence of judgment and avoidance of conflicts of interest in providing services
- Overall proposed fees for services

Selection Process and Timeline

DSNi will evaluate each response to determine the qualifications and fit for this search. A proposal revision may be requested following the interview and prior to selection. We plan to select firms to interview by **June 15**, with interviews to follow. Our goal is to have the search firm or consultant engaged by **June 30, 2014**.

Submitting your Proposal

Proposals should be submitted by email no later than Friday, June 6, 2014. Submit proposals to barroske@gmail.com to the attention of:

Keila Barros, Chair
DSNi Search Committee
Dudley Street Neighborhood Initiative
504 Dudley Street
Roxbury, MA 02119