

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.

A detailed job description is attached as Appendix 1. 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

APPENDIX 1

Job Description: Executive Director

Position Title: Executive Director
Reports To: Board of Directors
Direct Reports: Assistant Director

Position Overview

The Executive Director (ED) serves as the head of the Immigrants Working Centre (IWC). The ED, in partnership with the Board of Directors, is responsible for successfully achieving the vision and mission of the organization.

The Board delegates responsibility for the management of the organization to the ED, who carries out these responsibilities in accordance with the policies and direction established by the Board.

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.

Key Accountabilities and Responsibilities

Strategic Leadership & Management

- Lead the operational planning process and execution of IWCs strategic plan.
- Identify, assess, and pursue new opportunities and directions that enable the organization's growth.
- In collaboration with the senior team, and in the context of IWC's Strategic Plan, develop an annual operating plan, including goals and objectives for IWC, and submit these to the Board of Directors for their approval.
- Collaboratively, establish, and disseminate the overarching long-term vision for IWC and ensure widespread comprehension and inspiration among all employees, the Board, and new hires.

Strategic Relationship Building

- Maintain sound executive-level relationships with multiple stakeholder groups and ensure stakeholder relationships are maintained at appropriate levels throughout the organization.
- Lead the development and execution of strategic partnerships to support a revenue diversification strategy, so IWC has multiple funding streams to meet client and organizational needs.
- Lead the development and execution of an external stakeholder engagement strategy to support raising IWCs profile, with an annual review and operational plan.
- Represent IWC to potential funders, partners, supporters and interested organizations to expand program and funding opportunities.
- Serve as the lead spokesperson with media and at relevant sector events.
- Act as an advocate for issues relevant for IWC and its clients.
- Foster collaborative? work culture that respects and develops staff skills and competencies in helping newcomers settle in Hamilton

Governance

- The ED and the Board will agree to annual objectives and then the ED will regularly communicate results/progress;
- Assist the Board, and its committees, with articulating its role and accountabilities and contribute to regular Board evaluation.
- With the Board Chair, provide input into Board meeting agendas and ensure relevant reports and materials are prepared in a timely manner.
- Ensure that the Board is kept apprised in a timely manner of IWC's performance against Strategic and Business Plans and any significant issues facing the organization.
- Notify the Board of any major deviations against approved Plans and significant risks to IWC's performance, along with mitigating strategies and solutions.
- Contribute to an effective, collaborative relationship between management and the members of the Board.
- Support the Board and its Committees by providing the staff resources required in fulfilling their responsibilities.

Financial and Administrative Oversight

- Both the Board and the ED will together ensure sufficient financial resources, in order to meet current requirements and business strategies and achieve future goals.
- Monitor organizational performance against the Strategic and Operating Plans and make adjustments as needed.

Qualifications

Education

- Related Bachelor's Degree (e.g. Business Administration in Not-for-Profit management, community social work, social geography) or
- Equivalent combination of education and experience.

Experience

Minimum 10+ years of experience in a senior leadership role in complex multi-stakeholder organizations

- Accomplished networker and relationship builder, experienced in representing an organization to stakeholders
- Experience in initiating, planning, implementing and evaluating programs and services
- Experience in managing, leading and developing staff
- Experience in understanding the immigrant experience and the systemic barriers present in mainstream culture
- Experience in creating an inclusive workplace that strives for equality, diversity and inclusion.

Knowledge, skills and abilities

- Demonstrated strategic thinking skills
- Experience with risk assessment and financial management
- Ability to challenge the status quo and develop people to exceed their potential
- Sound judgement and decision-making skills
- Knowledge of board processes and board reporting in the not-for-profit sector
- Outstanding communication skills - oral, presentation, written; the ability to listen well, and communicate to both internal and external audiences
- Success in roles requiring execution of multiple tasks while responding to multiple priorities

Personal Attributes

- Results driven with a bias for action
- Persuasive
- Relationship Builder with emphasis on collaboration and consensus building
- Flexible and embracing of change
- Highly adaptable
- Professional image and attitude
- Systems/sector change thinker

Those candidates with lived experience as an immigrant are particularly encouraged to apply