

Request for Proposals from Executive Search Consultants To recruit the next Executive Director of Five Frogs, Inc.

Issued: December 8, 2022
Proposals Due: December 30, 2022 by 5pm ET

Summary:

Five Frogs, Inc. (FF) requests proposals from executive search consultants to help the organization identify, recruit, and hire the next Executive Director. The consultant will work with the FF Search Committee (SC) to finalize the position description and develop a recruiting plan consistent with FF values and commitment to advancing racial equity and that leverages the FF network. The consultant will screen and present qualified candidates, manage the recruitment and hiring process, and provide advice regarding selection criteria and final offer.

Background:

Five Frogs, Inc. is on a mission to build a powerful, inclusive movement of courageous leaders with the competencies, mindset, drive and relationships necessary to create transformational change. To realize equity in Connecticut, FF is a statewide, multi-sector leadership development organization providing individual and group support to help leaders maximize strengths, learn from experience, and leverage the power of relationships. Building on a long-running leadership development program launched in 2008, FF was incorporated in 2016 and is still an emerging organization. The first Executive Director, a program alumna, was hired in 2021 and is exiting in early 2023. The SC hopes to identify and select its second Executive Director by March 2023.

FF is poised for growth. It has recently clarified its strategic direction, expanded program opportunities, strengthened its financial position, expanded the board, and established new internal operational systems. To build on this progress, the SC seeks a new Executive Director who is passionate about the FF mission and is strategic, entrepreneurial, energized by relationship building, driven to build community with diverse stakeholders, eager to play many roles as the leader of a “startup with history,” and who leads with optimism, results-focus, and a growth mindset.

- For more information about FF visit <https://fivefrogsct.org/>.
- Executive Director profile: See below, page 3-5
- FF Search Committee members:
 - [Mohamad Alkadry](#)
 - [Jim Follett](#)
 - [Meghan Lowney](#)
 - [Tamara Smith](#)
 - [Mirellise Vazquez](#)

Services Requested:

FF is open to suggestions from the search consultant about the proposed scope of services. The following services are currently desired:

- Coordinate entire search process including Search Committee (SC) roles, responsibilities, meetings
- Finalize job description
- Plan and conduct search for national reach, leveraging FF network and outreach beyond

- Identify and vet diverse pool of available and qualified individuals
- With SC, develop candidate evaluation criteria, and related interview process
- Present qualified candidates to the SC, manage FF interview and evaluation process including final interviews by Board of Directors
- Manage select interviews for finalists with key stakeholders
- Maintain confidentiality of candidates and FF organization
- Assist in developing an offer for most qualified candidate and advise SC on final decisions

RFP Selection Timeline:

Proposals are due no later than 5pm ET on December 30, 2022. The FF Search Committee will review proposals and may contact consultants for interviews. Work is expected to commence on January 9, 2023. It is hoped that a new Executive Director will be identified by March 2023.

RFP Submission Requirements:

The FF Search Committee aims to conduct an efficient RFP process that is not too onerous for applicants. To that end, proposals should be no more than 5 pages and include the following:

- Organization description: brief history; overview of relevant expertise
- Approach to recruitment, especially related to finding CEO candidates for Connecticut-based nonprofits focused on leadership development and equity; include examples of results from recruiting and placing diverse leaders
- Bios, roles and responsibilities of those who would be involved in the search
- Deliverables: describe how success will be measured throughout the process
- Proposed timeline; also, include any limits on availability in early January for RFP-related interviews or to start the project
- Proposed budget: costs and related narrative description of what is included; pricing structure or options, if any
- References from two similar searches

Please send proposals electronically in a single PDF file to: FiveFrogsRFP@gmail.com *Subject Line: FF Executive Search RFP*. By submitting a proposal, the consultant or firm authorizes FF to contact references.

This RFP will be shared widely to ensure proposals from a diverse pool. Candidates of color and from underrepresented groups are strongly encouraged to apply. Five Frogs, Inc., is committed to diversity and the perspective of all voices. All qualified applicants will receive consideration for engagement without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.

Disclaimer: This RFP does not commit Five Frogs, Inc. to select any firm or pay any costs incurred in preparing a response. Five Frogs, Inc. reserves the right to accept or reject any or all submittals received.

Thank you for your interest in helping Five Frogs, Inc.!

FIVE FROGS, INC.

EXECUTIVE DIRECTOR PROFILE DRAFT

NOTE: Updated December 2022. This is a draft for informational purposes only and for use in the RFP for Search Consultants. It is expected to undergo further revisions based on their recommendation.

BACKGROUND

Five Frogs (FF) is working to build a powerful, inclusive movement of courageous leaders with the competencies, mindset, drive and relationships necessary to create transformational change. The *Leadership Development Roundtable* (LDR), its signature leadership development program, launched in 2008 to support Connecticut leaders to improve their skills and expand professional networks. Following years of success, the organization was incorporated in 2016 to fortify and extend its efforts to support and connect hundreds of leaders working for racial and economic equity in Connecticut. In the last few years, the organization hired its first Executive Director and expanded its programs.

Today, Five Frogs is a diverse community of hundreds of leaders and the only statewide, multi-sector leadership development organization focused on racial and economic equity. It is known for high impact, personalized programming and life changing relationship building experiences. FF is especially focused on creating learning and relationship building opportunities for leaders of color and those from underrepresented groups. FF is growing a multi-sector, diverse leadership pipeline so that, over time, Connecticut has the leaders and networks necessary to power collective action and change.

OPPORTUNITY

The organization seeks an inspiring, experienced leader with a demonstrated commitment to racial equity and leadership development. The next Executive Director (ED) will draw upon FF's current strengths to shape future organizational resilience and impact. The ED will be a community builder, a strategic thinker and doer, with experience managing diverse talent, programs, and lean, start-up organizations.

Reporting to the Board of Directors, the ED will have overall strategic and operational responsibility for FF's staff, administration and programs, fundraising and earned revenue streams, communications, marketing, external relations and partnerships. As a "start-up with history," the organization's ED will lead a small, resourceful, nimble virtual team of staff and volunteers to execute on its mission.

Organizational Leadership & Management

- Lead daily operations, program, financial and talent management
- Ensure adequate revenue via earned income strategies and private fundraising. Cultivate new major donors and sustain and strengthen existing relationships. Successfully involve board members, volunteers, and other community members in fundraising and in earned income generation.
- Ensure sound financial controls and a strong organizational infrastructure. Lead annual budget and planning processes, manage and oversee budget, financial reports, 990s and audit.
- Actively engage and energize volunteers, board members, committees, program participants and community members, partnering organizations, and funders.

- Develop an organizational culture, based in strengths orientation and growth mindset, that attracts, develops, and retains excellent staff and consultants. Promote a positive work environment with clear communication and focus on impact, trust and accountability.
- Works with the Board and its committees to ensure it is effective as a body and that recruitment, involvement and departures of individual board members are effective and efficiently managed.

Field Building & Programs

- Ensure alignment of FF's programs and overall approach with its values and principles of diversity, equity, inclusion and belonging.
- Serve as a visible "leader of leaders" in Connecticut and organizational ambassador. Build meaningful partnerships with leaders in philanthropic, public, civic, and business sectors.
- Build power and influence for the organization in its various constituencies. Support the overall field/movement in which the organization works.
- Ensure programmatic excellence using feedback, evaluation and continuous improvement processes.

Strategy & Planning

- Partner with the Board of Directors to shape the organization's vision and strategic direction, secure and sustain strategic partnerships and position the organization for impact.
- Work with staff and independent contractors to design, plan, deliver and evaluate programming.
- Lead annual organizational planning and strategy development to achieve long-term goals.
- Align organizational goals and programs with community needs through regular assessment.
- Maintain and utilize a working knowledge of significant developments and trends in the field.

PERSONAL ATTRIBUTES & QUALIFICATIONS

The successful candidate will:

- Be passionate about and committed to embodying, and being a steward of, our core values and our mission for equity and commitment to diversity, inclusion and belonging
- Have experience in leading for equity and developing diverse leaders
- Be strengths-oriented, embody a growth mindset, and lead with curiosity, empathy, diplomacy, judgment, flexibility, humility and good humor
- Be entrepreneurial and energized by the opportunities and challenges of leading an early-stage organization with a broad, diverse constituency
- Be a self-starter with strong project management skills and highly organized with impeccable attention to detail
- Be a proactive, strategic decision maker with the capacity and desire to play a hands-on role in daily operations while maintaining a visionary perspective regarding overall purpose
- Practice a shared leadership approach, with experience developing effective teams and inspired collaborations
- Have personal experience with leadership development and growth, and a deep appreciation for the important relationships and experiences necessary for such growth
- Have experience as a coach, organizer or in leadership development work, or related discipline
- Have exceptional communication skills, both written and verbal

- Have the interest, presence, skills, and integrity to develop and nurture meaningful relationships and to lead in a statewide context with diverse stakeholders
- Have experience in operationalizing organizational values and commitment to diversity, equity, inclusion and belonging so they are evident in practice and throughout the organization
- Have demonstrated success in fundraising, organizational management, and 7-10 years of progressive organizational leadership experience
- Proficiency in MS Word, Excel, and PowerPoint required, familiarity with Salesforce a plus
- Ability to travel regionally; valid driver's license required

COMPENSATION AND BENEFITS

This is a 40-hour per week salaried, exempt position. Work hours are Monday through Friday, with some evening and weekend hours necessary for stakeholder meetings. The starting salary range is \$125,000-\$140,000 commensurate with experience. The benefit package includes health, life and short-term disability insurance, 401k and paid time off. Any offer is subject to a successful background check and drug test. This position is virtual; regular travel within Connecticut is required for in person meetings.

COMMITMENT TO EQUITY

Candidates of color and of all backgrounds are strongly encouraged to apply. Five Frogs, Inc. is committed to building a diverse work environment. All qualified applicants will receive consideration without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status.