



Request for Proposals (RFP) for Executive Search Firm

Release Date: September 6, 2022

Due Date: September 20, 2022

The Fund for the School District of Philadelphia (The Fund) seeks to retain a consultant, firm or organization to assist the board and staff to recruit and hire the organization's next Executive Leader. This RFP outlines the expectations and timeline for the scope of work. The selected firm 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 firm to attract a qualified and diverse set of candidates to hire our next Executive Leader to carry forth The Fund's mission-based work.

Background on The Fund:

Mission Statement of The Fund for The School District of Philadelphia

The Mission of The Fund for The School District of Philadelphia is to *identify, coordinate and connect philanthropic resources—through effective public-private partnerships—to leverage investments in local public schools.*

Organization History

The Fund for the School District of Philadelphia (The Fund) was formed in 2003 as the Partners for Education Fund to serve solely as a fiscal agent for The School District of Philadelphia given the challenges of awarding private grants directly to the District. Since that time, The Fund underwent two name changes and unveiled its most recent name in 2015 with a renewed mission to become not only a fiscal agent but also a development partner that seeks donations and grants on behalf of the District.

The Fund is proud to be exclusively devoted to raising, managing and directing philanthropic contributions to improve District schools. The School District of Philadelphia is the eighth largest school district in the nation, by enrollment with 125,000 students. Its mission is to provide a high-quality education that prepares, ensures, and empowers all students to achieve their full intellectual and social potential to become lifelong learners and productive members of society.

The Fund for The School District of Philadelphia is an independent 501(c)3 not for profit organization that serves as a fiscal intermediary between the private sector and the Philadelphia public education system. We are the only philanthropic organization that works directly with school leadership to align the investments of partners—private foundations, corporations and businesses, community organizations and individual donors—with the strategies that will impact the success of students attending our neighborhood public schools.

We focus primarily on the District's goals and guardrails to graduate students ready for college and career, to have 100% of 8-year-olds reading at or above grade level, and to support the recruitment and retention of high-quality teachers and principals. We have raised more than \$41 million since 2015.

“The Right Books” Campaign - The Fund’s very first public campaign - was designed to support the District's early literacy goal. With the District, The Fund raised \$7 million to place leveled libraries in every K-3 classroom. Most recently, at the onset of COVID-19, we raised \$7.3 million to help the District purchase 50,000 new Chromebooks to distribute to students for remote learning. The other public campaigns have included “Symphony for a Broken Orchestra” and “Keeping the Beat.” “Symphony” has received national and international attention for the repair of over 1400 broken instruments. It was created by Temple Contemporary and is a partnership with Temple Contemporary and composer David Lang. “Keeping the Beat” - launched on Valentine's Day 2018 – was designed to help raise money for a maintenance fund for automated external defibrillators (AEDs) in Philadelphia’s public schools. In November 2017, The Fund launched Philly FUNDamentals, a crowdfunding platform that allows any donor to choose a school and give directly to that school's needs identified by the principal. Since its inception, Philly FUNDamentals has raised more than \$ 1 million for 205 schools.

In 2018, The Fund adopted a strategic plan and in June 2020 were presented with a Growth Plan for the organization.

We also continue to manage private grant dollars on behalf of the District from local and national foundations. In addition, we administer awards, including the prized Lindback Awards to Principals and Teachers, the Office Depot Student of the Month, the Aspen Challenge, and the Power99 Scholarship. We also make micro grants to schools for early literacy and STEM education.

For more information, visit our website: www.thefundsdp.org.

RFP Selection Process Timeline

Proposals are due September 20, 5:00PM, with a preferred start date of October 17, 2022.

September 6, 2022: RFP Released

September 20, 2022: Applications due

September 21-23, 2022: First review

September 28-30, 2022: Interviews

October 3, 2022: Recommendation to Executive Committee of the Board

October 5, 2022: Final firm selected and awarded

October 17, 2022: Proposed start date

Scope of Work

The selected firm will:

- Work in close coordination with The Fund's Transition Planning Team, an ad-hoc committee of board and staff charged with supporting the search;
- Perform an extensive, regional search with a focus on local candidates for the next Executive Leader of The Fund;
- Provide guidance in structuring the recruitment and hiring process and timeline; and
- Support the process of final negotiations that result in an accepted Letter of Hire.

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 Letter of Hire. The Board of Directors are hopeful this will occur no later than February 2021.

If the process does not result in a signed offer, The Fund will work with the firm 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 firm will report to the Co-Chairs of the Transition Planning Team designee, and will work in close coordination with the Transition Planning Team, an ad-hoc group of board and staff providing support to the search process. The search firm and the

Transition 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 six (6) pages, not including references, and cover the following:

1. Organization Description: Brief history and summary of your firm and expertise.
2. Recruitment Approach: Please tell us about the process you would go through to find a successful candidate for The Fund. Detail how you will accomplish the above scope of work, including a clear delineation of what we should expect the firm to be responsible for and what you expect from The Fund. 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.
6. References: Provide three 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 firm 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 firm worked most closely.
 - c. A reference of your choosing.

Proposals must be sent electronically in a single PDF file to: interimCeo@thefundsdp.org,

Subject Line: Executive Search RFP, by September 20, 2020, at 5:00PM.

By submitting a proposal, **the** firm authorizes The Fund to contact references to evaluate the firm'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 firm's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project.
- Understanding of and commitment to The Fund'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.
- Proposed cost and timeline.
- References.
- The Fund strongly values diversity and local procurement. Preference will be given to minority, women, veteran and locally owned businesses. This includes businesses that have been certified as a disadvantaged business enterprise (DBE), Women Business Enterprise (WBE), Minority Business Enterprise (MBE), Service-Disabled Veteran (SDV) or Local Business Enterprise (LBE).

Top-rated candidates may be invited to interview with board and/or staff members.

The selected consultant and The Fund will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.