



U DISTRICT PARTNERSHIP LAUNCHING SEARCH FOR EXECUTIVE DIRECTOR

A REQUEST FOR PROPOSALS

The U District Partnership (UDP) is seeking proposals from qualified firms to assist in the search for a new Executive Director. The UDP is a Washington State nonprofit governed by an independent Board of Directors. We operate on an annual budget of approximately \$1.5 to \$1.7 million dollars and our primary programmatic work (and associated revenue) derives from our contract with the City of Seattle to serve as the Program Manager for the U District Business Improvement Area.

On June 8, 2020, the Seattle City Council voted unanimously to approve reauthorizing the U District Business Improvement Area for a twelve (12) year term and identified the UDP as the Program Manager for an initial five (5) year term.

Given this reauthorization, the Board desires to move expeditiously forward with a search for a new Executive Director. We invite you to provide a detailed proposal to serve as Search Consultant. If interested please provide the following:

1) A description of consultant scope of work including, but not limited to:

- Advising on establishing a search committee
- Creation of a Job Description – please describe a process
- Detailed search budget
- Posting
- Recruitment
- Vetting Process of Initial Applicant Pool
- Interview Process Management
- Reference Checking
- Offer and Negotiation
- On-Board Facilitation
- 3 Month Check-in

There may be items on this list that you, given your experience, feel it would be better to have the committee do itself, either because it best serves the process and outcome or the cost/benefit of accomplishing that particular task makes the committee doing it a smarter choice. Please let us know if there are any items on this list that you recommend be done by

the search committee or organizational staff and if so, please provide a quick statement about why you are making that recommendation.

- 2) An initial schedule of work – please see Attachment A for a draft of our current schedule assumptions.**
- 3) Itemized pricing for services proposal**
- 4) Profiles of proposed agency staff for service delivery**
- 5) References from past comparable searches**
- 6) Samples of job descriptions, postings, recruitment materials used in past comparable searches.**

Please provide required proposal materials no later than 3 pm, July 6, 2020. If you have questions about this proposal, please contact Sally Clark, Search Committee Chair at salclark@uw.edu (For clarification, the UW is a contributor and supporter of the UDP and U District BIA. UW is not the employer).

UDP Executive Director Search
Attachment A

July	
ED Search Comm. interviews potential search firms	July 1-15
Hire search firm	By July 15
Search firm prep of Job Description: <ul style="list-style-type: none"> • Interviews with Board members and staff • Interviews w/ community and agency partners • Draft job description 	
August	
ED Search Comm. approves job description	By August 15
Search firm posts job	Aug. 15
Search firm recruiting, vetting	Aug. 15-Sept. 11
September	
ED Search Comm. reviews viable candidates for 5-7 interviews	Week of Sept. 14
ED Search Committee first round interviews w/ 5-7 candidates	Sept. 16-25
ED Search Committee second interviews w/ 2-3 candidates – recommends 2 to advance	Week of Sept. 28
October	
Short presentations by finalists to special mtg. of UDP and BIA Boards	Week of Oct. 5
Opportunity for finalists to meet UDP staff	Week of Oct. 5
Special mtg. of UDP Board to authorize job offer	Week of Oct. 5
Special mtg. of UDP Board to authorize job offer	Week of Oct. 5
UDP Co-Chairs make offer, negotiate as needed, within authority with first choice candidate	Oct. 5-7

November	
New ED starts	Week of Nov. 2