

Request for Proposals Executive Director Search

Request for Proposal: Recruitment of Executive Director for Immigrant and Refugee Community Organization of Manitoba

Issued: March 15, 2021

Submission Deadline: March 26, 2021 (5 p.m. CST)

Contact: IRCOM ED Search Committee at hr@ircom.ca.

RFP Questions: All questions on the RFP should be directed to the Committee no later than March 19, 2021.

Immigrant and Refugee Community Organization of Manitoba (IRCOM) invites proposals to undertake an executive search for an Executive Director (ED) for the organization. IRCOM is a not-for-profit organization which strives to empower newcomer families to integrate into the wider community through affordable transitional housing, programs and holistic services. IRCOM has two sites and is in the process of finalizing a new strategic plan which will guide their growth. The ED will be responsible for strategic, financial and organizational leadership of IRCOM 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 IRCOM, including execution of the organization's strategic plan and development and implementation of major strategic initiatives;
- *Governance:* Building and maintaining a professional and collaborative relationship with the volunteer Board of Directors, developing advice, recommendations, policies 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, budgets and risk management to align with the Strategic Priorities while adhering to Executive Limitations;
- *Stakeholder and Community Relationship Building:* Cultivating, building and sustaining effective partnerships with stakeholders, donors, community partners, governments and media for revenue diversification, profile raising, and service delivery; and
- *Public Education and Advocacy -* Lead IRCOM's education and advocacy efforts, focusing on refugee rights and resettlement and overcoming systemic barriers.

Additional information on IRCOM can be found at <https://www.ircom.ca/>

Submission Procedure

All proposals must be received by no later than **5:00p.m. CST on March 26, 2021**. Proposals should be submitted by e-mail to hr@ircom.ca. IRCOM reserves the right to negotiate with the selected bidder in the event that the proposed cost exceeds available funds. IRCOM also reserves the right to reject any or all bids. Proposals will be acknowledged on receipt but opened only after the submission deadline.

The successful firm will work with the Executive Director Search Committee (the Committee), which has been established by the Board of Directors. The first step will be to work with the Committee to create an ED job description that aligns with the soon to be finalized Strategic Plan and then assist the Committee with the recruitment, interviews and selection of the ED.

Submission 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 a commitment to equity, diversity and inclusion;
- 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 the process to develop the executive brief (including the full job description), recruitment process, advertising strategy, interview methodology, and specific services to be provided. Methodology should also include recommendations for how to involve IRCOM'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 diverse populations of IRCOM and Winnipeg.
- Search team background;
- Search strategy and methodology; and
- Fee structure and guarantee.

Contact Information:

All communications concerning this RFP must be directed to the IRCOM ED Search Committee at: hr@ircom.ca.