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**Invitation to Bid**

**21-001**

**For**

**Executive Search Firm to staff VP Strategy and Engagement position at PSE**

**On behalf of**

**Human Resources**

**ITB DUE DATE AND TIME**

 **Friday July 15, 2021 @ 2:00 p.m.**

**CONTACT**

**Linda Edwards at (470) 322-5170**

**E-MAIL:** **ledwards@psequity.org**

**LOCATION**

# 55 Ivan Allen Blvd. Suite 530

# Atlanta, GA 30308

**ITB 21-001: Executive Search Firm VP Strategy and Engagement**

**INVITATION TO BID**

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| **ACCEPTING BIDS FOR**  | Executive search for VP of Strategy & Engagement at PSE |
| **PROPOSED SALARY RANGE** | $90K TO $100K |
| **SUBMIT BID TO**  | ledwards@psequity.org (bids will only be accepted via email)  |
| **BID #**  | 21-001  |
| **BID OPENING DATE & TIME**   | Monday, June 23, 2021 at 2:00 p.m. |
| **BID CLOSING DATE & TIME**  | Friday, July 15, 2021 at 2:00 p.m.  |

To All Concerned Parties,

The Partnership for Southern Equity will be accepting bid proposals for the project listed above. Bids received after the bid closing date and time listed above will not be accepted. The Partnership for Southern Equity (“PSE”) has worked to advance policies and institutional actions that promote racial equity and shared prosperity for all in metropolitan Atlanta and the American South.

We are excited to invite interested, qualified firms to submit proposals to provide the organization assistance with recruitment and onboarding of our next VP of Strategy & Engagement. PSE plans to have this position filled by **October 1, 2021**. This is an Invitation to Bid intended to vet qualified HR consulting/Recruiting firms to augment our HR and recruitment capacity.

If you are interested in submitting a bid, please deliver said bid to the email address indicated above. Bids must be prepared and submitted by the bid closing date. All bids received by the above mentioned deadline shall be reviewed by our HR Team. You are reminded to only bid on the item designated above. Any additional items, services and tasks will not be considered at this time. Should PSE request additional work or delete any tasks from the original scope of work, an additional ITB will be distributed. PSE has the right to reject any and all bids at their discretion.

The successful firm will be able to demonstrate experience in Executive Recruitment campaigns, establish screening criteria for candidates and articulate a communications and recruitment plan. The most qualified firm will be able to build and manage a **national recruitment campaign** for the position. In addition, the successful firm will conduct the search for the role mentioned above and incur all associated costs of the search to include listing, screening, coordination of interviews with PSE and final salary negotiation. The entire cost of the executive search must also be included in the bid.

If you have any questions or concerns or require clarification prior to bidding, please contact ***ledwards@psequity.org****.*

If selected, you will receive a Bid Award Notice, which will advise the selected firm of the date, time, and location of the project kick-off that must take place before work can start. After the kick-off, a Notice to Proceed will be issued by our HR Team.

Thank you for your time and consideration of this Invitation to Bid.

Sincerely,

Linda F. Edwards,

Human Resources Manager

**General Information**

|  |  |
| --- | --- |
| 1. Legal Name |       |
| 2. DBA (if Applicable) |       |
| 3. Mailing Address |       |
| 4. Telephone Number |       |
| 5. Fax Number |       |
| 6. Website |       |
| 7. DUNs Number |       |
| 8. Federal Employer Identification Number (EIN) or Tax Identification Number (TIN) |       |
| 9. Registered with SAM.gov |  Yes  No |
| 10. Chief Executive Officer | Name:      Title:      Phone:      Email:       |
| 11. Primary Point of Contact for Project | Name:      Title:      Phone:      Email:       |

**JOB DESCRIPTION: VP of Strategy & Engagement**

The Partnership for Southern Equity (PSE) advances policies and institutional actions that promote racial equity and shared prosperity for all in the growth of metropolitan Atlanta and the American South. We have grown our resources to support an operation of five key issue areas; Just Energy (JE), Just Growth (JG), Just Health (JH), Just Opportunity (JO) and YES! for Equity.

This position will manage approximately 20+ Full Time staff and supervise five strategic teams that include: JE, JG, JH, JO and the Community Organizing unit within PSE. The VP of Strategy and Engagement will report directly to the Founder and Chief Equity Officer (CEqO). The position will serve as a liaison between the portfolios/issue areas and the operations team. The position will work both internally and externally to accelerate relationships and produce results that advance the mission of PSE. *More detail regarding the job description is listed below:*

**CANDIDATE PROFILE**

* A deep commitment to racial equity and inclusion
* Love and respect for the people, history and struggle for racial equity in the American South
* An optimistic and entrepreneurial attitude with a sense of humor
* Ability to understand and articulate the intersectionality of PSE’s mission and programmatic areas.
* Proven track record of 10 or more years of experience in the preparation, management, and execution of high impact programs and strategies.
* Demonstrated understanding of local, state, and national political environments.
* Seasoned community organizer with multiple examples of issue engagement and lessons learned.
* Demonstrated ability to manage high budget programs with multiple line items.
* Ability to comfortably manage several deliverables in tight and highly prescribed time frames.
* Management expertise to inspire and motivate a team of individuals to execute the work soundly.
* A “stickler” for community impact details and community-focused customer service.
* Comfortable with technologies for increasing community impact and tracking impact, such as Teamwork, Surveyplanet.com, Nationbuilder, etc.
* An innovative eye for community programming and formatting of content for ease of comprehension and esthetics.
* Ability to engage and proactively collaborate across diverse communities and sectors – Rural/Metropolitan/Urban and Government/Corporate/Non-profit/ Academic
* Impeccable communication skills – written and verbal.
* Ability to manage cross-discipline teams – direct and virtually managed.

**SUPERVISORY RESPONSIBILITIES**

* This position will be responsible for 20+ full time employees and consultants.

**MINIMUM QUALIFICATIONS**

* Bachelor's Degree from four-year college or university in Business, Public Administration, Mathematics, Statistics, Public Policy, Economics, Sociology, Psychology, African American Studies and three-five years of related experience.
* Ability to write accurate and comprehensive reports
* Ability to demonstrate leadership, drive results, solve problems, and possess interpersonal skills from prior work situations
* Experience coaching and team building
* Ability to lead and inspire teams and external communities through transformational leadership strategies
* Strong written and verbal communications skills
* Proficiency in Microsoft Office Suite
* This position is based in Atlanta Georgia with up to 60% travel post COVID-19

**PREFERRED QUALIFICATIONS**

* Master's Degree in Business, Public Administration, Mathematics, Statistics, Public Policy, Economics, Sociology, Psychology, African American Studies or closely related field)
* Three to Five years of experience in senior leadership position with a nonprofit, corporate or government entity
* Experience working directly with people from diverse racial, ethnic, and socioeconomic backgrounds
* Experience considering the material impacts of racial inequity on Black communities, communities of color, and low-wealth communities in technical analysis
* Familiarity with the social justice landscape in metro Atlanta and/or the Southeast
* Fundamental understanding of race, structural racism and racial equity

**COMPETENCIES**

* **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
* **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
* **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
* **Problem Solving** - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
* **Project Management** - Develops project plans; Coordinates projects; Communicates changes and progress; Completes projects on time and budget; Manages project team activities.
* **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
* **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
* **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.