

Seeking Consultant for Nonprofit Executive Director Search

Deadline: January 16, 2020

The Cambridge Redevelopment Authority (CRA) and the Foundry Consortium seek an experienced consultant to manage the search for the Foundry Consortium's first Executive Director.

The Foundry is an adaptive reuse project, creating a 50,000 square foot center for creativity and collaboration for the Cambridge community. At the intersection of the Kendall Square Innovation District and the East Cambridge neighborhood, this industrial era Foundry building will provide space and programs for the visual and performing arts, entrepreneurship, technology, and workforce education. The Foundry will also help facilitate access for residents, especially underrepresented communities and adjacent neighborhoods, to the dynamic working and learning environment of Kendall Square. The Foundry is expected to have an annual operating budget of \$1.5 million, which will be sustained by Foundry program revenue.

The Foundry building is owned by the City of Cambridge, who will start major renovations at the property in 2020. The building's operations are expected to commence in summer 2021.

The (CRA) has a master lease for the property and is responsible for seeing that the Foundry's mission is met. The CRA selected The Foundry Consortium to operate the building.

The Foundry Consortium has recently incorporated in Massachusetts. Its new Board of Directors is now advancing plans to ensure that staffing, internal policies and structures, program related subleases, and community relationships are well established before the start of operations in 2021. The Executive Director is expected to be hired by September 2020 and will report to the Foundry Consortium Board of Directors.

The selected search firm or individual will work directly with the Foundry Consortium Board of Directors and its executive search subcommittee, under a contract signed with the CRA.

Responsibilities are expected to include:

- Support the Board of Directors in finalizing a job description, including providing professional feedback on salary and benefits package, and finalizing the parameters of the search process.
- Advertise the job opening widely through a range of platforms to recruit a strong pool of candidates.
- Actively research and recruit candidates from throughout New England.
- Collect resumes, conduct early screening, and schedule interviews upon Board direction.
- Support the Board of Directors in preparing for interviews and attend all interviews.
- Call references as needed.
- Facilitate discussion with Board of Directors to make final selection and provide advice on terms to include in the job offer.
- Provide technical assistance as needed in developing a successful onboarding plan.

The preferred search firm or individual will have the following characteristics:

- Demonstrated success over at least five (5) years in completing executive searches for similarly sized nonprofit organizations in New England.
- Depth of experience consulting for nonprofit organizations.
- Experience incorporating racial justice and other diversity goals into recruitment and search processes.
- Experience recruiting candidates who have experience in one or more of the following:
 - Facilitates management or real estate asset management
 - The performing or visual arts
 - “Making” including woodworking, metal work, fabric arts or digital fabrication
 - Science education
 - Youth programs
 - Workforce development
 - Community engagement

Minority and/or Women Owned Business Enterprises are encouraged to apply.

More information about the Foundry project can be found at:

<https://www.cambridgeredevelopment.org/foundry>

<https://cambridgefoundry.org/>

To apply, please email one PDF file of no more than 10 pages to Erica Schwarz at the Cambridge Redevelopment Authority (ESchwarz@CambridgeRedevelopment.org) by Thursday, January 16th, 2020. Your response must include the following:

1. Overview of your firm including:
 - Years in business
 - At least three examples of recently completed executive searches for organizations that are similar to the Foundry Consortium in size and/or programmatic focus. As possible include the nonprofit name, location, annual budget, mission, overview of programs and any additional information you feel is relevant.
 - Range of salaries represented in your executive searches.
 - If your firm is a minority or women owned business enterprise.
2. Overview of your approach to executive searches and the process you may follow if selected to work with the Foundry Consortium.
3. Resume(s) of key staff who will be working directly on this search
4. Contact information for at least three references from nonprofit organizations for whom you conducted an executive search, and who worked with the same staff at your firm that would be assigned to the Foundry Consortium search.
5. A proposed budget for the search. Please outline if you will charge an hourly rate or a flat fee, and show the fees expected for the different phases of the search process.