



## Request for Proposal Executive Search Consultant

### OVERVIEW

Dwelling Place is seeking proposals from executive search consultants to assist Dwelling Place in the recruitment of a Chief Executive Officer (CEO). The selected firm will conduct outreach, recruitment, evaluation and screening of applicants and will provide counsel to the CEO Board Search Committee in their review and selection process to find a new CEO. The CEO Search Committee will interview the top candidates and perform the functions necessary to provide a recommendation of one or two final candidates for the entire Board of Directors to interview for consideration and selection.

### INTRODUCTION

The mission of Dwelling Place is to improve the lives of people by creating quality affordable housing, providing essential support services and by acting as a catalyst for neighborhood revitalization.

Dwelling Place is a nonprofit, tax exempt, community development corporation, based in Grand Rapids, Michigan and serving 15 counties in West Michigan. Formed in 1980, Dwelling Place operates with an annual operating budget of approximately \$11,000,000, with nearly 80 staff and over 1,400 affordable apartments that it owns and manages. Dwelling Place has recently initiated an affordable home ownership program using a Community Land Trust model for development. In addition to affordable housing programs, Dwelling Place employs staff who offer commercial leasing services, social work support services and community building and engagement programs for residents in the neighborhoods where it owns housing.

### PROPOSAL REQUIREMENTS

Proposals for executive search consultant services must include the following:

1. An overview of your firm's experience in providing local and/or nationwide executive search services
2. Your qualifications, including specific experience with community development corporations or other housing related organizations
3. Biographical sketches of the principal(s) and staff who would be assigned to this activity
4. The proposed fee schedule, payment provisions requested and estimated expenses
5. A list of client references
6. Statement attesting that all information provided in your proposal to Dwelling Place is true and accurate to the best of your knowledge; and

101 Sheldon Blvd. SE, Suite 2 · Grand Rapids, Michigan 49503 · Ph (616) 454-0928 · Fax (616) 454-5249 · TDD: 800 649-3777 · [www.dwellingplacegr.org](http://www.dwellingplacegr.org)



Equal Housing Opportunity  
Equal Opportunity Employer



7. Any guarantees offered by your firm.

## **STATEMENT OF NEED**

Dwelling Place is seeking responses from consultant firms with expertise in conducting local, regional and/or nation-wide executive search services. The current CEO, Dennis Sturtevant, has been in this position for more than 30 years and plans to retire on July 30, 2021. The consulting firm selected must provide all necessary administrative support to Dwelling Place's Search Committee through the process of recruiting, completing background checks, interviewing and hiring a new CEO.

## **NATURE OF THE POSITION**

The CEO position at Dwelling Place is its most critical and visible position, representing the organization in the community. The position requires strong business management experience, human resource expertise, exceptional leadership ability and a successful track-record of working with affordable housing programs and financing.

The CEO is responsible for the administration, management and direction of the corporation and subject to the supervision of the Board of directors. The CEO should have experience in the following areas including but not limited to:

1. Real estate development including both affordable rental and homeownership programs
2. Economic development
3. Human resource management
4. Real estate finance
5. Property management
6. Planning, and
7. Social service programs

The successful respondent to this Request for Proposals will assist the Board of Directors through its designated CEO Search Committee in assembling and evaluating a highly qualified and diverse pool of candidates, including women and minorities, from which to select a new CEO.

## **SUMMARY OF THE REQUESTED SERVICES FROM THE EXECUTIVE SEARCH CONSULTANT**

Dwelling Place expects the CEO Search Consultant to utilize local, regional and national networks to recruit highly qualified candidates who have demonstrated experience in the creation of affordable housing and community development work. Dwelling Place is an affiliate member of NeighborWorks [www.nw.org](http://www.nw.org), a national community development intermediary, chartered by Congress in 1978 to promote the creation of affordable housing and neighborhood revitalization. With more than 250 affiliate members across the United States, Dwelling Place expects that the selected CEO Search Consultant will utilize this network, along with others, to recruit qualified candidates for this position. The CEO Consultant will begin to provide recruitment assistance and support immediately following the execution of a contract.

Dwelling Place is seeking the assistance of an executive search firm to provide the following services in conjunction with the Board CEO Search Committee:

1. Reviewing and updating the current CEO position description, including qualifications and

- performance standards
2. Development of key competency areas for evaluating candidates
  3. Development of interview questions
  4. Creating a strategy for effective outreach and recruitment to identify potential referral sources and key organizations that represent likely targets for recruiting prospective candidates
  5. Identifying names of prospective candidates that fit the established criteria
  6. Contacting prospective candidates to determine their qualifications for and interest in the CEO position
  7. Conducting telephone interviews with and actively recruiting individuals meeting the established criteria
  8. Securing and submitting a vita/resume for each candidate that has the appropriate qualifications and interest
  9. Recommending finalists for interviews including preparing and submitting detailed written comments and an informed assessment of their suitability and enthusiasm for the position
  10. Identifying compensation expectations
  11. If requested by the Board of Directors Search Committee, participate with the CEO Search Committee in interviews with select candidates
  12. Assist the CEO Search Committee with background and reference checks

#### **RESPONSE REQUIREMENTS**

Responses and all related materials must be received by 5:00 p.m. on Friday, May 8, 2020. Responses should be delivered to Dwelling Place of Grand Rapids NPHC in care of:

Chair, Dwelling Place CEO Search Committee  
101 Sheldon SE  
Suite 2  
Grand Rapids, Michigan 49503

Responses submitted by e-mail can be sent to [dsturtevant@dwellingplacegr.org](mailto:dsturtevant@dwellingplacegr.org).

#### **RESPONSE PACKAGE**

Responses should provide a straightforward, concise description of the respondent's capabilities to satisfy the requirements of the Request for Proposals. Marketing information is not necessary.

#### **QUESTIONS/ADDITIONAL INFORMATION**

Requests for additional information can be submitted via e-mail to the attention of Dennis Sturtevant at the following e-mail address: [dsturtevant@dwellingplacegr.org](mailto:dsturtevant@dwellingplacegr.org)