

REQUEST FOR PROPOSALS

Executive Search Firm for Equal Justice Society President Recruitment

Close of RFP: November 4, 2021, at 9:00 a.m. Pacific (new date; was originally October 25)

The Equal Justice Society seeks to retain a consultant, firm, or organization to assist the Board of Directors and staff in recruiting and hiring the organization's next President. This RFP outlines the expectations and timeline for the scope of work. The selected firm will possess capacity and competencies on a full range of services, including experience with conducting successful executive searches for similar-sized nonprofit organizations and implementing equitable and inclusive recruiting and hiring processes. We look forward to working with the firm to attract a qualified and diverse set of candidates to hire our next President to advance EJS's mission.

The [Equal Justice Society](#) (EJS) is a national nonprofit organization transforming the nation's consciousness on race through law, social science, and the arts. The President of EJS is responsible for continuing the vision and leadership of our organization with a small but mighty staff of nine employees and a budget of approximately \$1.7 million in grants, earned revenue, and private donations annually.

EJS is seeking an experienced President. The President reports to the Board of Directors and is responsible for effectively leading EJS as well as overseeing all financial and operational aspects of the organization. Reporting directly to the President are three key management level staff members, including the COO, Legal Director, and Director of Communications.

The President plays a leading role in building and maintaining collaborative relationships with local, regional, state, and national civil rights and racial justice organizations, academic partners and institutions, and advocates from across the nonprofit sector. The President works collaboratively with the Board of Directors, and along with the Management Team, plays a leading role in helping to define strategies and a shared vision for the future of the Equal Justice Society.

Proposal Requirements:

EJS is considering proposals from Executive Search Firms with specific experience and success in recruiting Presidents/Executive Directors for small social justice organizations. A successful track record in placing leaders in legal and civil rights organizations is a plus. The Request for Proposals will be open until 9:00 a.m. Pacific Time on November 4, 2021.

The Board reserves the right to make the final hiring decision. All proposals must include the following:

1. Firm name, address, telephone number, and contact person(s).
2. Brief history of the firm, including number of years' experience. List recent (at least three years) firm experience with placements in social justice, racial justice, and/or civil rights nonprofit organizations.
3. List of recruitments conducted, with contact names for reference checks within the last five years. We would appreciate details of the time frame for each search, e.g. start dates and placement dates.
4. A plan and schedule of how the firm will conduct the selection process. Please include suggestions for working with EJS Board of Directors, a Subcommittee of Board and Staff members, and the full EJS Staff, e.g. your availability to respond to strategic questions from the Board and Staff.
5. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.)
6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.

7. List of key personnel with the firm as well as consultants proposed for the project along with the individual's background, education, registrations, and experience, including number of years of experience, title or function; relevant projects, and approximate dates of projects; and the role the individual will assume in this project.
8. Total fee for recruitment.

Position Summary for EJS President

Leadership

- A strong foundation in the civil rights, racial justice, and social justice communities and a clear understanding of how the Equal Justice Society fits within each. Credibility and connections with local, state, and national actors and organizations.
- Experience and a belief in the importance of using the law to improve society as well as the role EJS can play in changing current jurisprudence, e.g. dismantling the intent standard.
- Demonstrated ability to maintain and nurture a mutually supportive work environment among the staff at the Equal Justice Society.
- Serve as the public face of EJS for communications and program areas, e.g. the National Implicit Bias Network, The New Reconstruction newsletter, articles, and media appearances.
- Provide leadership in fulfilling the organization's mission of uplifting the arts as a key strategy in changing hearts and minds.

Legal

- An established and respected leader in the legal community who can attract requests to co-counsel in cases as well as willingness to sign onto or author amicus briefs.
- A strong grounding in legal strategies described in *Simple Justice*, namely that changing U.S. Supreme Court law often takes decades and that social science is an important aspect of this strategy.
- An experienced litigator who can provide strategic leadership to members of the EJS Legal Team and the ability to support, encourage, and honor the work of the current team.

Management and Fundraising

- Demonstrated collaborative leadership skills to work closely with the Management Team in establishing strategic goals across all areas of the organization and in managing day to day organizational needs.
- Provide high level financial oversight in partnership with the organization's Finance Team. Ensure organization policies, coverages, and procedures are maintained and updated.
- Maintain relationships with loyal supporters and donors and identify new opportunities, partnerships, and sources for organizational sustainability.
- Develop strategies for earned revenue, e.g. attorney's fees, fee for service, and contracts.

Please share your submissions via <https://equaljusticesociety.org/search> by 9:00 a.m. Pacific Time on November 4, 2021.

Email search@equaljusticesociety.org with any questions. No phone calls please. Proposals must be submitted through the online form at <https://equaljusticesociety.org/search>. Please do not email proposals.

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