



Request for Proposal (RFP) for Executive Director Search Services

Gullah Geechee Cultural Heritage Corridor

Issued by:

Gullah Geechee Cultural Heritage Corridor Commission

PO Box 787, Beaufort, SC 29901

Dr. Dionne Hoskins-Brown, Commission Chair

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RFP Issue Date: 18 November 2024

Proposal Submission Deadline: 6 December 2024

1. Introduction

The Gullah Geechee Cultural Heritage Corridor (GGCHC) seeks proposals from qualified executive search firms to assist in recruiting and hiring a new Executive Director. This leadership role is critical to advancing the mission of preserving, sustaining, and promoting the cultural heritage of the Gullah Geechee people and communities along the southeastern U.S. coastline.

The ideal firm will have a demonstrated track record in nonprofit executive searches, with specific experience working with culturally centered and heritage-based organizations.

2. Organization Overview

The GGCHC is a federally designated National Heritage Area dedicated to preserving the Gullah Geechee culture. Our mission is to elevate and protect the unique cultural, historical, and environmental legacy of Gullah Geechee communities across the Corridor, which spans from Wilmington, North Carolina to St. Augustine, Florida. Our work includes engaging in educational outreach, cultural preservation, economic development, environmental resilience, and fostering

community partnerships. The new Executive Director will be central to advancing our work and strengthening our impact.

3. Project Scope

The selected firm will be responsible for conducting a comprehensive and inclusive executive search for a new Executive Director. Responsibilities include:

1. **Consultation & Needs Assessment:**
Conduct an initial consultation with GGCHC leadership and relevant stakeholders to assess the organization's needs, goals, and desired qualifications for the Executive Director role.
2. **Candidate Sourcing:**
Develop a robust strategy to identify, attract, and engage a diverse pool of qualified candidates. Special emphasis should be placed on candidates with experience in cultural preservation, nonprofit management, fundraising, and community engagement.
3. **Screening & Vetting:**
Conduct thorough background checks, including interviews, reference checks, and assessments of each candidate's qualifications and alignment with GGCHC's mission and values.
4. **Selection Assistance:**
Assist GGCHC leadership in the interview process, provide evaluation tools, and offer guidance on selecting the top candidates. Facilitate meetings and candidate debriefs as needed.
5. **Hiring Support:**
Provide support during the negotiation and hiring process, including assistance with offer letters, onboarding strategy, and any necessary transition services.

4. Qualifications

The ideal search firm should have:

- Demonstrated experience in executive recruitment for nonprofit organizations, particularly those with cultural, historical, or community-focused missions.
- A proven commitment to diversity, equity, and inclusion in the hiring process.
- A clear understanding of the unique leadership challenges and opportunities within the nonprofit sector, with a preference for those with experience in the cultural heritage or environmental resilience spaces.

5. Proposal Requirements

Proposals should include the following:

1. **Firm Overview:**
A description of the firm's background, areas of expertise, and experience in similar searches.
2. **Project Approach:**
Outline the firm's proposed methodology and approach for the search process, including timeline, sourcing, screening, and communication practices.
3. **Staffing:**
Information on the key personnel who will work on this project, including their roles, qualifications, and relevant experience.
4. **Fee Structure:**
Detailed fee proposal, including any retainer fees, anticipated travel costs, and a clear breakdown of how costs are calculated.
5. **References:**
Contact information for at least three client references from similar projects.
6. **DEI Commitment:**
A statement of the firm's commitment to diversity, equity, and inclusion, particularly as it relates to executive search and recruitment.

6. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the firm and assigned personnel
- Demonstrated understanding of the unique needs of the GGCHC and cultural heritage organizations
- Diversity, equity, and inclusion practices
- Project approach and timeline
- Cost effectiveness and fee structure
- References and past performance on similar projects

7. Submission Guidelines

All proposals must be submitted electronically by **5:00pm on 6 December 2024 to Chair@gullahgeechecorridor.org**. Late submissions will not be considered.

Proposal Format: Proposals should be in PDF format and not exceed 5 pages.

8. Timeline

- **RFP Release Date:** 18 November 2024
- **Questions Due Date:** 2 December 2024
- **Proposal Submission Deadline:** 6 December 2024
- **Selection of Firm:** 13 December 2024
- **Anticipated Start Date:** 20 December 2024
- **Interviews with Finalists:** 20 February 2025

9. Contact Information

For questions or additional information regarding this RFP, please contact:

Dr. Dionne Hoskins-Brown, Commission Chair

Gullah Geechee Cultural Heritage Corridor Commission

Chair@gullahgeecheecorridor.org

10. Confidentiality

All information provided in this RFP and by GGCHC during the RFP process should be treated as confidential. Proposals will remain confidential and be used solely for the purpose of selecting a search firm.

We look forward to your response and to partnering with a firm dedicated to helping us find the next visionary leader for the Gullah Geechee Cultural Heritage Corridor.