



## REQUEST FOR PROPOSALS

### Organizational Development Coach

Headwaters Foundation for Justice is requesting proposals for an organizational development coach to prepare our team to meet the demands of today and to take on future opportunities. The global COVID-19 pandemic and the ongoing pandemic of racism are intersecting crises that HFJ faces, with no end in sight. Over the past year we have created space for our team to heal, to build practices around resilience and self-care, and to show up for each other and our community. We continue to be committed to this work.

Our mission is to amplify the power of community to advance equity and justice. We are committed to centering Black Liberation and Native Sovereignty. Headwaters' staff and board members share a goal of collective liberation, recognizing that all our struggles are intimately connected and that we must work together to create the world we know is possible.

#### Organizational Development Project

HFJ is seeking coaching services to build a road map for organizational development, facilitate conversations with board and staff members, and provide guidance and support as we gain new skills and perspectives. The President has consulted with staff and board members to create a new organizational chart and roles. Additionally, we are in the process of hiring new team members. As a team we are asking questions about managing growth, growing and supporting leadership, living into our values internally and externally, and tending to culture.

The fourth pillar of HFJ's strategic plan is work and organizational culture. We believe that HFJ is more than just a workplace. We work together to create the kind of culture where staff can bring their talents, grow their leadership ambitions, and tend to their wellbeing.

HFJ's organizational development project will focus on four main goals.

- Grow HFJ's staff size to right-size workloads, to be at capacity for the work we do today, and to prepare for intentional and strategic opportunities in the future.
- Strengthen HFJ's organizational culture to ensure people feel valued, to invest in growing people's leadership, and to promote sustainability.
- Create an environment where people understand how their contributions advance HFJ's strategic plan.
- Invest in people and provide them with the trust, tools, and experience to deliver powerful results for the community.

The coaching partner will have the skills and experience to support a multi-racial, cross-class group of leaders across the board of directors and staff. We aspire to be an anti-racist organization that centers the voice, choice, and power of the people most affected by injustice and oppression.

HFJ's President Maria De La Cruz has organized an organizational development committee that includes board and staff members.

### **Scope of Work**

We anticipate engaging an organizational development coach for 12 months. The organizational development coach will:

- Attending regular meetings with the organizational development committee and the President
- Co-create an organizational development plan that includes board and staff members
- Facilitate board and staff retreats and convenings
- Provide small group and one-on-one coaching, including support for new and existing supervisors
- Coordinate and collaborate with other vendor-partners in supporting HFJ's overall health
- Support the organizational development committee to track and evaluate progress

### **Skills, Experience, and Qualifications**

Potential candidates should demonstrate:

- Alignment with [HFJ's mission and values](#)
- Experience with and commitment to anti-racist organizational culture and practices
- Experience working with clients doing similar work
- Expertise in small and large group facilitation and one-on-one coaching
- Ability to hold healthy tension, to promote creativity and communication, and to foster trust
- A track record for preparedness, reliability, and follow through
- Ability to maintain confidentiality
- Principal and staff assigned to the project have the skills, background, and experience to be successful

### **Proposal Requirements**

Please provide a brief proposal that describes your mission, values, and experience. Include brief bios of the principal and staff who may be assigned to this project, as well as one to three examples of similar projects completed for past clients. Also send contact information for three references.

Provide a high-level timeline of key milestones, including key activities for engaging the organizational development committee, the board of directors, the staff, and the Foundation as a whole.

We have budgeted \$30,000 to \$50,000 for the organizational development coach budget. Please provide a detailed estimate for the work you propose, including any factors that could increase or decrease the project budget.

Vendors that are BIPOC, women, and/or LGBTQ led are encouraged to apply.

## How to Apply

Proposals are due Friday, April 2. Please send your materials via email to [elizabeth@headwatersfoundation.org](mailto:elizabeth@headwatersfoundation.org), and include “OD RFP: [your organization’s name]” in the subject line.

If you have any questions, please contact Maria De La Cruz, HFJ’s President at [maria@headwatersfoundation.org](mailto:maria@headwatersfoundation.org).

## Selection Timeline

Friday, April 2	Deadline to submit proposal
Friday, April 30	Applicants notified whether moving forward in the process
Month of May	Finalists will meet with organizational development committee members to talk more about their proposals
Early June	Finalists will be notified whether they have been selected as a consultant
Mid July	Work will begin