

## **Request for Proposals (RFP)**

### **Strategic Partner for Presidential Search**

#### **Issued by: Collegiate Edu-Nation (CEN)**

Collegiate Edu-Nation (CEN) is seeking a strategic partner to lead the search and selection process for the next President of CEN. This role will be critical in guiding CEN into its next phase of growth and impact, ensuring the leader aligns with our mission, vision, and values while advancing our commitment to transforming education for small and rural districts.

The selected partner will bring expertise in executive search, stakeholder engagement, organizational alignment, and candidate onboarding. They will work closely with CEN leadership, staff, and partners to identify, recruit, and integrate the next President in a way that builds long-term organizational strength.

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### **Scope of Work**

The strategic partner will provide comprehensive services in four phases:

#### **1. Profile Development**

- Facilitate stakeholder engagement sessions (staff, board, partners, and community) to gather input on priorities for the next President.
- Develop a detailed leadership profile aligned with CEN's mission, vision, and job description.
- Establish core competencies, cultural attributes, and leadership qualities required for success.

#### **2. Search & Recruitment**

- Develop a compelling job posting and coordinate with the CEN Marketing team to develop search materials based on the candidate profile.
- Advise on posting and distribution strategy to maximize reach among diverse and highly qualified candidates.
- Manage candidate outreach and interest cultivation, drawing on a broad network of education and nonprofit leaders.
- Provide regular updates and progress reports to CEN leadership.

#### **3. Screening & Selection**

- Conduct initial candidate screening, including résumé review, preliminary interviews, and alignment with profile criteria.
- Present a diverse slate of top candidates for CEN Leadership's consideration.

- Advise CEN on interview structures, evaluation tools, and decision-making processes.
- Provide guidance on candidate reference checks, including sample questions and best practices.

#### 4. Onboarding & Strategic Integration

- Develop an onboarding support plan in collaboration with CEN leadership to ensure smooth transition.
- Advise on a 90-day integration roadmap to align the new President with staff, partners, and organizational priorities.
- Provide recommendations for communication strategies to announce and welcome the new President.

#### Deliverables

The selected partner will deliver:

- Candidate leadership profile report.
- Finalized job posting and distribution plan.
- Slate of qualified, vetted candidates.
- Screening reports and reference check guidance.
- Onboarding and integration support plan.
- Ongoing consultation and facilitation as needed through the successful hiring of the President.

#### Proposal Requirements

Interested partners should include the following in their proposals:

1. **Organizational Background** – history, size, and relevant expertise in executive searches within education, nonprofit, or mission-driven organizations.
2. **Approach & Methodology** – description of your process for candidate profiling, recruitment, screening, and onboarding.
3. **Team** – profiles of key staff who will manage the search.
4. **Experience** – examples of similar searches conducted, especially in education or nonprofit sectors.
5. **Timeline** – estimated project timeline from initiation to successful placement.
6. **Cost Proposal** – itemized fee structure, including any anticipated expenses.

#### Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated expertise and experience in executive search.
- Understanding of CEN's mission and unique organizational needs.

- Inclusivity and diversity in candidate recruitment.
- Quality of methodology and deliverables.
- Cost-effectiveness and value.
- Strength of references and prior results.

### **Submission Guidelines**

- **Deadline for Submission:** October 7, 2025
- **Format:** PDF format, submitted electronically to [rmcclain@edu-nation.org](mailto:rmcclain@edu-nation.org)