

**REQUEST FOR PROPOSALS**  
**EXECUTIVE SEARCH SERVICES FOR PRESIDENT/CEO**  
**November 9, 2022**

**A. ABOUT ISC AND THE POSITION**

Founded in 1991, ISC is a non-profit organization with a mission to help communities around the world address economic, social, and environmental challenges to build a better future shaped and shared by all. Our strategic goal is to accelerate climate, sustainability, and equitable solutions in the United States and Asia by transforming communities, cities, regions and supply chain factories - making them more climate smart, inclusive, and prosperous.

ISC's Board of Directors is seeking a leader who:

- shares our passion for holistic and systems-based solutions to social, economic, and environmental issues with a particular focus on the climate crisis;
- has an international reach and experience creating a true "future shaped and shared by all;"
- practices inclusive leadership, and has a demonstrated track record of managing through transition; and
- shares our commitment to equity and justice in our programs and practices and will be a visionary, collaborative and results focused executive leader who will facilitate and accelerate the growth of the organization and expand our reach, reputation, and impact.

**B. REQUEST FOR PROPOSALS**

ISC is requesting proposals from qualified executive search firms specializing in nonprofit and international development to assist in the sourcing of candidates for the key position of President. It is the most senior organizational position for an \$8 million international organization with ambitious growth goals. Ideal timing for the President transition is May - July 2023. The budgeted salary range for this position is \$225,000 - \$275,000 per year with benefits. ISC is headquartered in Montpelier, Vermont, but the Board welcomes candidates authorized to work in the United States from all areas of the globe, as we are seeking to connect with the most proven, diverse, and relevant talent possible.

**C. SCOPE OF WORK**

The search firm's primary responsibility will be to provide ISC with relevant, qualified and interested candidates for President. Candidates will be prescreened by the search firm to ensure minimum qualifications are met.

- Strong and inspiring leadership, able to empower their leadership team, and model these strong leadership qualities
- An entrepreneurial spirit and an aptitude for leading organizations through change
- In their experience leading organizations, has demonstrated inclusivity in decision-making
- A strong public reputation, with stature as a thought leader in the field
- Extensive fundraising and business development experience to lead ISC on an aggressive funding and impact growth path
- As the chief visionary and tone setter for the organization, meaningful experience in external communications and in developing stakeholder relationships
- Demonstrated experience, skills, and commitment to advancing equity and inclusion, both internally (internal systems, policies, and practices) and externally (across multiple geographies)

- Cross-cultural, international experience and capacity, with respect for the culture of inclusion at ISC
- Has salary requirements within the expected salary range, and ability to transition in the desired timeframe
- In addition, the search firm will provide guidance to ISC's internal search committee on the job description, salary range, interview process and questions; facilitate scheduling of interviews; complete reference checks; and assist with the negotiation and offer

#### **D. QUALIFICATIONS**

The selected search firm will have the following experience and expertise:

- Executive recruitment experience with mission-based nonprofits
- Worked with international and domestic clients
- Has an international network of diverse, qualified candidates
- Holds equity and inclusion as a core value

#### **E. SUBMISSION REQUIREMENTS**

Interested firms must provide information indicating that they are qualified to perform the services, along with cost structure and estimate, and a representative sample of like clients that we may contact for reference.

Proposals must be submitted via email to [session@sustain.org](mailto:session@sustain.org), with *RFP - Executive Search Services* in the subject line, by November 28, 2022, 5 pm Eastern Time.