

# Request for Proposal (RFP)

## Executive Director Search Services

### Midwives Association of British Columbia (MABC) Introduction

The Midwives Association of British Columbia (MABC) is seeking proposals from qualified executive search firms to assist in the recruitment of our next Executive Director. MABC is the professional association representing registered midwives in British Columbia, dedicated to advancing the profession of midwifery and supporting excellent care for families across the province.

### Background

MABC is located in Burnaby, BC, and oversees operations, negotiations with the Ministry of Health, and advocacy for the midwifery profession. The Executive Director reports to the Board of Directors and leads a team of approximately 20 staff members, with direct reports including an HR Manager, Operations Director, Controller/Finance Director, Indigenous Program Director, and Program and Advocacy Manager.

### Scope of Services

The selected firm will be expected to provide comprehensive executive search services, including but not limited to:

- Exit Interview of outgoing executive director
- Refining the position profile and job description
- Developing a targeted search strategy
- Identifying and sourcing qualified candidates
- Screening and evaluating applicants
- Conducting initial interviews
- Presenting a shortlist of qualified candidates
- Assisting with final interview processes
- Conducting reference and background checks
- Supporting offer negotiation and closing

### Search Objectives

The ideal candidate will possess:

- Proven leadership experience in healthcare or nonprofit sectors
- Strong advocacy and stakeholder management skills
- Financial acumen and experience with complex budgets

- Operational expertise in managing teams of 15-25 staff
- Knowledge of the Canadian healthcare system and midwifery practice
- Cultural competence and commitment to equity, diversity, and inclusion
- Strong track record of cultivating a collaborative working relationship with the board of directors. The ability to build a powerful relationship between the Board and the Executive Director.
- Excellent communication and public speaking skills
- Innovative approach to program development
- Change management and adaptive leadership capabilities
- Strong ethical foundation and collaborative approach
- Inspiring and Empowering Teams: Build and nurture an organizational structure that empowers staff to excel and grow, creating an environment where creativity and collaboration thrive.

### Timeline

**RFP Release Date:** November 22, 2024

**Proposal Due Date:** December 1, 2024

**Firm Selection:** December 16, 2024

**Search Initiation:** January 6, 2025

**Target Completion Date:** March 31, 2025

### Proposal Requirements

Please include the following in your proposal:

- Firm overview and relevant experience in healthcare and nonprofit executive searches
- Proposed search methodology and timeline
- Team composition and biographies of key personnel
- Case studies or examples of similar successful placements
- References from recent clients
- Detailed fee structure and terms (including guarantees)
- Description of your firm's approach to diversity, equity, and inclusion in executive searches
- Any additional services or value-added offerings

## Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and track record of successful placements
- Understanding of MABC's needs and search objectives
- Quality and creativity of proposed search strategy
- Expertise of the assigned search team
- Client references and testimonials
- Fee structure and overall value proposition
- Commitment to diversity, equity, and inclusion

## Submission Instructions

Please submit your proposal electronically to [adrienne.carruthers@bcmidwives.com](mailto:adrienne.carruthers@bcmidwives.com) by 9:00 AM PST on December 1, 2024. Late submissions will not be considered.

## Contact Information

For questions or clarifications regarding this RFP, please contact:

- Kara-Leigh Block, Interim Executive Director @ [kara.bloch@bcmidwives.com](mailto:kara.bloch@bcmidwives.com)
- Adrienne Carruthers, Board of Directors Co-Chair @ [adrienne.carruthers@bcmidwives.com](mailto:adrienne.carruthers@bcmidwives.com)

## Terms and Conditions

- MABC reserves the right to accept or reject any or all proposals.
- The selected firm will be required to sign a confidentiality agreement and adhere to MABC's ethical standards.
- MABC is an equal opportunity employer and encourages proposals from firms that demonstrate commitment to diversity and inclusion.
- We look forward to reviewing your proposal and potentially partnering with your firm to identify our next Executive Director.