



Request for Qualifications
Project Manager Consultant – CEO Circle of Color
Response Due Date: March 22, 2023

Description of Project

The CEO Circle of Color (the CEO Circle) is seeking to engage a Project Manager consultant to perform a range of project management, process facilitation, and administrative functions. The Project Manager will coordinate with the nine community development and justice organizations that make up the CEO Circle to execute the day-to-day of the CEO Circle and advance cross-organizational initiatives with peer nonprofits in the field. The Project Manager's major responsibilities include coordinating meetings, supporting an annual retreat, supporting strategic planning to determine the long-term trajectory, goals, and outcomes for the group, along with a sustainability roadmap for the group, and producing funder and evaluation reports.

This engagement requires a commitment to equity, discretion, organization, attention to detail, the ability to deftly multitask, and a willingness to anticipate needs and work proactively on a wide variety of projects.

Project Budget

The Project Manager will be an independent consultant and may propose to work for either a fixed fee or on a time and materials basis but may not exceed the available funding in any given year. This position is grant funded through the end of 2025 at \$48,000 per year, not including travel expenses and other reimbursable expenses.

About the CEO Circle of Color

Currently, the CEOs of nine community development and justice organizations are actively engaged as the CEO Circle. The national group collectively exemplifies a unique power as Leaders of Color to advance a series of equitable changes that are long overdue. The CEO Circle acts as a valued mutual support network, coordinating the long-term national strategies and tactics needed to rectify racially unjust policies and practices and to immediately achieve equitable outcomes in historically disinvested Communities of Color throughout the nation. Their organizations collectively demonstrate a long and successful track record of appropriately engaging the various partners needed for racial equity benefits, including impacted resident leaders, local and state elected officials, public agencies, philanthropic interests, non-profit networks, for-profit corporations, and issue driven advocacy groups.

The purpose of the CEO Circle is to convene and explore the development of a new peer group dedicated to supporting leaders of color serving in CEO positions for national community

development organizations. Together, this cohort of CEOs will unpack and articulate their collective support needs and define a consensus of common organizational priorities for all participating CEOs.

About Grounded Solutions Network

[Grounded Solutions Network](#) is the current fiscal sponsor of the CEO Circle and will contract with the Project Manager on behalf of the CEO Circle. Grounded Solutions Network is a national nonprofit dedicated to shaping communities to be equitable, inclusive, and filled with opportunity for all. Strong and inclusive communities provide the foundation that people and families need to thrive, both in the present and for future generations. As a national membership organization, we support nonprofit and government practitioners, community resident leaders, advocates, elected officials, and other housing professionals with the tools and knowledge they need for success. We promote the creation and preservation of quality housing that remains affordable for generations. Our work specifically targets creating and expanding housing with lasting affordability, using a racial equity lens.

Timeframe

The consultant will start to work with Grounded Solutions Network at the beginning of April 2023 and work through 2025 year-end.

Key Tasks

The CEO Circle is seeking a qualified consultant to provide services as needed. We anticipate requiring an average of 40 hours of consulting per month, although some months may be more time-intensive than others. The Project Manager will directly support the CEO Circle by undertaking the following tasks:

- Leading process and event management for small and medium-scale events. This will require a combination of executing specific tasks, organizing CEO Circle members, and managing event management consultant and vendors.
- Developing agendas, prepping presenters and panelists, and facilitating conversations for CEO Circle meetings and/or convenings.
- Managing the day-to-day operations of the CEO Circle, including responsibilities such as routing correspondences related to the CEO Circle, drafting letters and documents, recording and capturing meetings, and managing the Circle's events calendar.
- Managing regular communications to the CEO Circle with updates, requests and opportunities.
- Ensuring the management of all of the logistics for CEO Circle meetings and gatherings, including scheduling, food, materials, etc.
- Overseeing an events manager and helping manage logistics for an annual retreat with participation from at least thirty members of the broader CEO Circle Collective and potentially funders and other stakeholders.
- Assisting the CEO Circle members with managing new and existing relationships with philanthropic supporters for the CEO Circle.
- Preparing grant reports for the CEO Circle and ensuring that they are submitted on time.

- Providing oversight for the CEO Circle’s budget, in collaboration with the Grounded Solutions Network finance and operations team.
- Providing support for other projects as they arise.

Preferred Qualifications

- Have significant experience working with diverse stakeholders in a high-pressure environment;
- Be adaptable and anticipatory, thinking and working proactively to accomplish shifting needs;
- Have excellent interpersonal skills and a customer service mentality when interacting with stakeholders ranging from neighborhood activists to senior government officials;
- Have experience in the social change/nonprofit/social impact sector (bonus for experience in community development);
- Have excellent written communication skills, including the ability to craft professional, error-free correspondence, memos, and compelling narratives;
- Possess exceptional attention to detail and organizational skills;
- Have experience in event planning and logistics;
- Have experience managing and working with consultants and vendors;
- Have excellent project and process management skills, with specific experience in adapting, planning, and executing a workplan and accompanying budget;
- Have a willingness to think creatively, ask questions, and share ideas; and
- Be willing to travel on occasion (two to four times per year).

COVID-19 Requirements

Grounded Solutions Network requires that any consultant participating in business related travel be “fully vaccinated.” For the purposes of these guidelines, “fully vaccinated” means that two weeks have passed since a second dose of the 2-dose series for the Pfizer or Moderna vaccines, or a single dose of the Johnson & Johnson’s vaccine.

To Apply

Please provide the following items as a single document (PDF or MS Word):

1. A cover letter with a summary of your qualifications, your experience with similar engagements, and your hourly consulting rate or fixed fee proposal for this work.
2. Your resume.
3. Three references with a contact name, phone number, and e-mail address.

We will evaluate responses as they are received and follow up with applicants. Please submit responses to info@groundedsolutions.org by March 22, 2023 with “CEO Circle RFQ” in the subject line.

For more information or if you have questions, please contact Tiffany Panganiban, Director of Operations, at tpanganiban@groundedsolutions.org

Grounded Solutions Network encourages participation of Minority Owned Business Enterprises (MBE) and Women's Business Enterprises (WBE) businesses in its procurement opportunities. Our procurement policy and outreach efforts ensure that these businesses have equal opportunity to compete for and do business with Grounded Solutions Network. If you qualify as one of those types of business, please identify yourself as such in your application.