



Northeast Florida

COMMUNITY

ACTION AGENCY

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NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.

REQUEST FOR PROPOSAL

for

INTERIM EXECUTIVE DIRECTOR

RFP #23-10-001

**Proposal Due Date
3:00 PM, November 9, 2022**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Name: Denise Mandeville
Title: Administrative Director
Entity: Northeast Florida Community Action Agency, Inc.
Address: 4070 Boulevard Center Drive, Suite 200
Jacksonville, Florida 32207
Phone: (904) 398-7472 ext 500 or dmandeville@nfcaa.org
Web Address: www.nfcaa.org



DUVAL COUNTY:

Emmett Reed Center – 1093 W. 6th Street, Jacksonville, FL 32209 • Telephone (904) 632-1470, Fax (904) 632-5190
Robert F. Kennedy Center – 1133 Ionia Street, Jacksonville, FL 32206 • Telephone (904) 632-1461, Fax (904) 354-8832

MAIN OFFICE: 4070 Boulevard Center Drive, 4500 Building, Suite 200, Jacksonville, FL 32207
P.O. Box 52025 (32201) • Telephone (904) 398-7472, Fax (904) 398-7414

**NORTHEAST FLORIDA COMMUNITY ACTION AGENCY, INC.
(NFCAA)
REQUEST FOR PROPOSAL FOR INTERIM EXECUTIVE DIRECTOR**

General Information

ABOUT NFCAA

Northeast Florida Community Action Agency, Inc. (NFCAA) is a non-profit corporation, created by the Economic Opportunity Act of 1964 as amended, which serves Baker, Clay, Duval, Flagler, Nassau, Putnam and St. Johns counties, in the State of Florida. The Agency is governed by a volunteer tri-partite Board of Directors.

POSITION OVERVIEW

This Interim Executive Director is the key management leader responsible for overseeing the administration, programs and strategic plan of the organization for a defined period. This position oversees paid staff of approximately 45 individuals and an operating budget of \$10 million. This position reports directly to the Board of Directors. The Interim Executive Director will provide day-to-day management to the organization as a leader who is effectively bridging all facets of the organization between two permanent executive directors and acting as the chief executive officer on a short-term basis.

The Interim Executive Director is responsible for providing highly specialized organizational leadership that will ensure the continuation and appropriate evolution of organizational planning; the coordination, delivery and measured impact of all programs; and fiscal due diligence in compliance with Federal, State, and Agency Performance Standards; while assuring a healthy, safe and productive working environment and positive positioning of the organization at all times with key stakeholders.

The Interim Executive Director will maintain appropriate working relationships and regular communications with the Board of Directors, staff, contributors, media, consumers of service and the communities served. The Interim Executive Director will be on a consultant basis relationship with the organization receiving a Form 1099.

General Responsibilities of the Interim Executive Director

Board Governance. Works with the Board of Directors in order to fulfill the organization's mission. 1. Responsible for leading NFCAA in a manner that supports and guides the organization's mission as defined by the Board of Directors.

2. Responsible for communicating effectively with the Board of Directors and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Financial Performance and Viability. Develops resources sufficient to ensure the financial health of the organization.

1. Responsible for the fiscal integrity of NFCAA, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
2. Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.

Organization Mission and Strategy. Works with the Board and staff to ensure that the organization's mission is fulfilled through programs, strategic planning, and community outreach.

1. Responsible for implementation of NFCAA's programs that carry out the organization's mission, including the acquisition and retention of staff.
2. Responsible for strategic planning to ensure that the organization can successfully fulfill its mission into the future.
3. Responsible for the enhancement of NFCAA's image by being active and visible, in the community generally, and by working closely with federal, state, and local governments as well as other professional, civic and private organizations.

Organization Operations. Oversees and implements resources to ensure that the operations of the organization are appropriate.

1. Responsible for the administration of NFCAA's operations.
2. Responsible for recruiting, hiring, managing (including disciplining), and retaining competent, qualified staff.

KNOWLEDGE AND SKILLS

Knowledge

- **Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- **Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.
- **Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.
- **Accounting** — Knowledge of accounting principles and practices.
- **Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Your Response to This Request for Proposal/Application

In responding to this request, we ask that the following information be provided:

1. Cover Letter
 - a. Full name and address of the applicant.
 - b. Statement indicating whether the proposal includes all of the scope of services or only some. If it is not all of the work, clearly state which sections are included.

2. Experience
 - a. Provide a brief description of your experience as an Executive Director.
 - b. Describe your relevant experience with not-for-profit organizations including successful work performed for similar size organizations. Include a listing of not-for-profit organizations you have worked for either as an employee or as a contractor.
 - c. Please provide name and contact information for at least three (3) individuals who may be contacted for reference purposes.
3. Statement of Salary Expectations
 - a. Outline salary expectations and indicate whether the expectation is salary only or salary plus perceived benefit value.
4. Statement of Interest
 - a. Describe your interest in NFCAA and helping the organization achieve its mission.
 - b. NFCAA is interested in continuous improvement and would like to benefit from the applicant's experience working with not-for-profits. Describe situations where you have provided not-for-profit employers with innovative ideas with fundraising, management or other examples where you have assisted previous employers with improving processes.
 - c. Describe what separates you from other applicants being considered.
5. Other Considerations
 - a. Proposals should not exceed ten (10) pages in length, including appendices.
 - b. Any documentation or information shared with potential applicants by NFCAA during the RFP process is deemed to be confidential and proprietary to NFCAA. Such documentation or information is to be used solely for the preparation of a proposal. No documentation or information can be shared with third parties.
 - c. NFCAA will evaluate proposals/applications on a qualitative and quantitative basis. This includes our review of your application proposal/application and related materials, interviews with senior personnel, salary expectations, and your completeness and timeliness in its response. NFCAA reserves the right to reject any and all proposals and/or request clarification of information regarding submitted proposals.

Questions for Proposals

All proposals questions should be submitted electronically to dmandeville@nfcaa.org before 12:00 PM. EST on November 2, 2022. If you have questions or need additional information to complete your proposal/application, please contact Administrative Director, Denise Mandeville, via e-mail at dmandeville@nfcaa.org. Email subject line should state "Interim Director Information Request".

Scoring

Proposals will be reviewed and evaluated on the following criteria:

1. Qualifications (up to 25 points)

Experience of consultant performing similar assessments, with duration of specified project(s), names of clients or a general description if confidential, and time frame in which project(s) was pursued.

Resumes of the professional staff that would perform the work, including relevant qualifications.

Three (3) references for whom the consultant provided services including name, address, phone number and email.

2. Statement of Salary Expectations (up to 15 points)
3. Statement of Interest (up to 25 points)
4. Other Considerations (up to 15 points)
5. Small and/or Minority-Owned Business (up to 5 points)

Any proposals/applications received after November 9, 2022, 3:00 PM, will not be considered. A meeting with the assigned committee of the Board of Directors will be scheduled the week of November 14, 2022 to review received proposals. Top Candidates will be notified to discuss their application and interview.

H. Process for Submission and Evaluation

1. Submission Instructions

All submissions must be on white, standard 8.5x11 paper, single sided only. Narrative description of project proposal should not exceed 8 single sided pages.

Attachments/Forms must be type written. Include additional pages as needed.

FAX copies will NOT be accepted.

Do NOT use hardcover binders.

Submissions will NOT be returned.

It is important that the proposal be submitted in a **SEALED ENVELOPE** with one (1) original and four (4) copies. Please address as follows:

**Denise Mandeville, Administrative Director
Northeast Florida Community Action Agency, Inc.
4070 Boulevard Center Drive, Suite 200 (delivery)
Jacksonville, Florida 32207**

or

**P.O. Box 52025 (post office box delivery)
Jacksonville, Florida 32201**

Clearly mark in the lower left-hand corner with the following information:

RFP #23-10-001

3:00 PM. November 9, 2022

SEALED PROPOSAL

INTERIM EXECUTIVE DIRECTOR