

**REQUEST FOR PROPOSALS**  
**Boston Foundation**  
Women of Color Leadership Circle:  
Quarterly Leadership Convenings

**Summary of request:**

The purpose of the Request for Proposals (RFP) is to engage a consultant to create and facilitate 4 quarterly leadership convenings for 8-10 women of color leaders from small nonprofit organizations for the Boston Foundation's Grassroots and Nonprofit Effectiveness strategy.

The Boston Foundation requests an experienced consultant to work in partnership with selected grassroots leaders and TBF staff to develop and facilitate the quarterly convenings. The goal of these convenings is to address pressing issues, opportunities and roadblocks for WOC leaders and create a space for them to share lessons learned and insights with one another. Participants in the convenings will also have access year-round to a leadership coach, with whom this consultant will share relevant convening information.

The consultant will be expected to work with selected leaders to identify four topics of interest, develop content for the convenings, and facilitate the convenings, including any convening pre-work aligned with topics of interest. Preference will be given to candidates with experience working with small organizations and providing guidance to and creating programming for leaders of color. Preference will also be given to those who can complete this process in the desired timeframe.

**Background:**

As Greater Boston's community foundation, the Boston Foundation devotes its resources to building and sustaining a vital, prosperous city and region, where justice and opportunity are extended to everyone. We fulfill this mission in three principal ways:

- Making grants to nonprofit organizations and designing special funding initiatives to address this community's critical challenges;
- Working in partnership with donors and other funders to achieve high-impact philanthropy; and
- Serving as a civic hub and center of information, where ideas are shared, levers for change are identified, and common agendas for the future are developed.

The Women of Color Leadership Circle (WoC) is a new pilot project through the Boston Foundation's Grassroots strategy that aims to connect and support 8-10 women of color grassroots leaders. WoC will engage leaders in two ways:

- *Quarterly convenings* to build community and strengthen leaders' ties to one another. Convenings will be led separately from this engagement and will be customized to shared topics of leaders' interest.
- *Leadership coaching* that provides individualized support to participants over the one-year course of the pilot. TBF will provide up to two leadership coach options to each participant for their selection. Coaches will meet with participants individually approximately bi-weekly. Leadership coaching will occur separately from this request.

## **Project Goals:**

The Women of Color Leadership circle aims to:

- Deepen connections and build community amongst women of color grassroots leaders through quarterly convenings around shared topics of interest (ex. fund development, board engagement, etc).
- Advance leaders' professional development and ability to grow and/or deepen their work through individualized coaching sessions with a leadership coach of their choice.

## **Project Deliverables:**

- Conduct individual interviews with potential participants (8-10 grassroots leaders) to identify topics of interest and leadership goals for their participation
- Develop content for four quarterly sessions, including pre-work that aligns with session content
- Facilitate leadership circle sessions, including all logistics and relevant session follow-up and coordination with guest speakers
- Create and implement assessment tool to gather key lessons learned and participant satisfaction
- Develop a final report about key learnings in the project based on project assessment
- Coordinate and provide relevant updates with 1-2 leadership coach consultants made available for individualized support to participants

## **Schedule of Activities:**

TBF will make a good faith effort to follow the timeline outlined below for evaluating, negotiating and selecting a consultant for this process.

Proposals reviewed	April 27 <sup>th</sup>
Final candidates interviewed	May 14-18 <sup>th</sup>
Decision finalized	May 25 <sup>th</sup>

## **Criteria for Evaluation:**

Evaluation of proposals and selection of the consultant will be based upon:

- Rate for services (estimated budget for project: \$15,000-20,000)
- Demonstrated ability to fulfill current and predicted needs
- Proposer's experience with creating programming for small, grassroots, and/or start-up organizations and leaders of color
- Proposer's experience consulting on broad range of organizational challenges in the nonprofit sector (fundraising, strategic planning, recruitment, etc.)
- Proposer's ability to meet specific timelines
- Proposer's approachability and willingness to work collaboratively with TBF and selected grassroots leaders

## **Timeline for project:**

The outlined deliverables should be completed by **August 2019**.

## **Proposal submission:**

Please submit a proposal or any questions to Andrea Madu at [andrea.madu@tbf.org](mailto:andrea.madu@tbf.org).