



# The Denver Foundation

## **Request for Proposals:** *Denver Foundation Chief Financial Officer*

The Denver Foundation seeks a consulting firm to assist us in conducting a search for a Chief Financial Officer (CFO).

### **About The Denver Foundation**

For almost 100 years, Denver residents have trusted The Denver Foundation to steward charitable funds to meet today's needs and tomorrow's opportunities. It's a growing legacy and a community-wide effort to build a better future for everyone.

As a tax-exempt, nonprofit, philanthropic organization, The Denver Foundation stewards more than 1,000 funds established by engaged philanthropists. In partnership with the foundation, our donors make gifts to organizations throughout the seven-county Metro Denver region, across Colorado, and beyond.

The Denver Foundation stewards The Fund for Denver, a permanent endowment built with gifts from generations of philanthropists in Metro Denver. We invest these gifts for financial growth and use that income to fund our community-led grantmaking. The depth and breadth of The Denver Foundation's local, expert charitable stewardship is unmatched.

### **Request for Proposals**

The Denver Foundation is seeking a Chief Financial Officer. The President and CEO has appointed a Search Committee to oversee the selection process for a successor CFO. The Search Committee seeks to hire a consultant to lead the committee through this process and to identify candidates that reflect the inclusiveness and diversity of the foundation, the community it serves, and the Board of Trustees.

### **The Search Process**

The Denver Foundation is seeking a CFO candidate who will exemplify and promote the organization's mission, vision, and core values. Please describe:

- how your firm will structure a search using a racial equity framework;
- your experience with philanthropy and large nonprofits;
- what you see as the specific challenges and advantages of working with a community foundation; and
- the range of ways you would involve staff, board, and external stakeholders in the search process.

### **Scope of Work**

Working upon the direction of the Search Committee, the consultant will be asked to manage all aspects of the search process, including but not limited to:

- Developing a detailed process and timeline for the entire search
- Working with the Search Committee to prepare a candidate profile and job description
- Managing administrative functions and logistics for the Search Committee
- Publicizing and actively recruiting for the vacancy locally and nationally
- Screening all candidates



## The Denver Foundation

- Presenting semifinal candidates to the Search Committee for interviews
- Checking references, fact-checking educational and work history, and conducting credit and criminal background checks
- Presenting final candidates to the Search Committee for interviews
- Getting input from staff and other key stakeholders
- Helping to negotiate terms of employment for the selected candidate
- Notifying unsuccessful candidates
- Helping to coordinate the announcement of the selection

### **Proposal Request**

Please respond briefly and specifically to each item in the order that they appear below. Please identify the section to which any additional materials or samples are related.

#### 1. Background

- a. Provide a brief background and history of the consultant.
- b. Indicate who would be assigned to this project and include a brief biography of each person.
- c. Provide a list of clients served in the last two years, identifying each client's project type.
- d. Provide details of search experience with community foundations and knowledge of the Denver community.
- e. Provide any schedule conflicts with beginning a search project immediately (April 2023).

#### 2. Proposal Details

- a. Describe in detail the process and timeline you would use to accomplish the scope of work described above.
- b. Include a description of how you work with a client on searches of this nature to achieve the best possible outcome.
- c. Provide a budget indicating the cost of your services.
- d. Provide client references of organizations that have hired your firm to plan and execute similar activities.

### **Submission of Proposals**

Proposals shall consist of complete responses to the information requested above. Please submit an electronic copy of the proposal to:

Jason Stoddart  
Vice President of Talent and Culture  
jstoddart@denverfoundation.org

Completed proposals must be received no later than 5:00 p.m. March 22, 2023. Any proposal received after the specified time will not be considered.



# The Denver Foundation

## **Notification of Selection**

Bidders may be asked to interview with the Search Committee the week of March 27, 2023.

All bidders will receive notice of the decision by April 7, 2023. If there are changes to this timeline, bidders will receive notice in advance by email. The winning bidder will be expected to attend a virtual meeting of the Search Committee on a date to be determined.

## **Proposal Conditions**

This RFP shall not commit The Denver Foundation to award a contract to any firm or to pay any costs incurred by the firm to prepare a proposal in response to this request. The foundation reserves the right to accept or reject any and all proposals in whole or in part and to negotiate with any and all bidders. The foundation reserves the right to cancel this request in whole or part at any time.

The Denver Foundation further reserves the right to request additional information, oral discussions, or presentations to support, supplement or clarify any written proposal. In no event shall any firm have any cause of action against the foundation or any of its members or any officer, employee, or agents of the same arising out of, relating to, or in any way connected with this RFP.

## **Use of Proposals and Consultant Work Product**

1. While evaluating the proposals, The Denver Foundation reserves the right to request additional information or clarification from firms submitting a proposal and to permit corrections of errors or omissions without notice to other competing firms.
2. All materials and work products developed or purchased by the consultants in connection with this engagement shall be the property of The Denver Foundation at no additional cost.