

**DENVER PRESCHOOL PROGRAM**  
**EXECUTIVE SEARCH FIRM -- REQUEST FOR PROPOSALS**  
**1/22/2019**

**SUMMARY**

The Denver Preschool Program (DPP) is seeking to engage an experienced Executive Search Firm to hire a new President & Chief Executive Officer of DPP. The selected firm will work with a search committee consisting of DPP Board Members and other stakeholders to identify potential candidates, conduct interviews and make recommendations to the search committee. The search committee will make a recommendation to the DPP Board of Directors for its approval of the recommended candidate. Mayor Hancock will also be consulted before a final decision is made.

The desired hire date is April, 2019. However, the search committee can be flexible with the deadline to ensure the right candidate is selected. The expected salary range is \$120,000 to \$150,000 annually.

**Project Budget**

Proposals should not exceed \$35,000.

**The duties to be performed under this RFP include:**

- Guide the formation of the search committee
- Interview relevant stakeholders to determine criteria for the right candidate
- Meet with the search committee to refine the requirements and qualifications of the ideal candidate and to develop a persuasive and descriptive position profile
- Develop an interview and selection plan
- Develop all job postings and advertise regionally and nationally using appropriate media. Measure and report on interest and reach of distribution channels
- Develop specific strategies for identifying and recruiting candidates from traditionally underrepresented communities
- Screen all applicants and complete initial interviews, recommending an appropriate selection of candidates to interview with the search committee
- Conduct full background checks, including but not limited to criminal history, media and social media presence, and reference reviews
- Assist with negotiating final terms of employment
- Perform other duties as requested by the search committee

**Respondents should include the following information in their proposals:**

1. Firm background and history
2. Relevant experience and success rates with regards to placing high-level positions in the non-profit realm
3. Description of the proposed scope and breadth of the search
4. Proposed process
5. Proposed timeline of the search
6. Staff bios
7. Approach to diversity, equity, and inclusion
8. Guarantee in the event of unsuccessful match
9. Budget

**DENVER PRESCHOOL PROGRAM BACKGROUND INFORMATION**

**Vision**

Every child in Denver enters kindergarten ready to reach their full potential.

**Mission**

The Denver Preschool Program helps Denver fulfill its commitment to its youngest learners. We champion, fund and increase access to quality preschool across our community.

**Tuition Support**

The Denver Preschool Program supports Denver families by offering tuition credits to increase access to high quality preschool.

Unlike most preschool tuition assistance programs, the Denver Preschool Program is for ALL Denver families, regardless of income or neighborhood.

Tuition credits are available to families that reside within the City and County of Denver and have a 4-year-old enrolled in a participating preschool program in the year before kindergarten. The amount of support a family receives is based on the family's income, the quality rating of the preschool the child attends and the length of day a child attends.

**Quality Improvement**

Families can choose from more than 250 Denver preschools. Each school is rated for quality on a scale from 1 to 5. Nearly 80 percent of our preschool partners have earned a quality rating of Level 3 or higher.

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The Denver Preschool Program works to improve the quality of preschool in Denver and is a national advocate for equal access to early childhood education. Learn more about quality improvement.

### **DETAILED JOB DESCRIPTION FOR CHIEF EXECUTIVE OFFICER OF DPP**

The job description and responsibilities of the CEO position are as follows:  
The President & CEO oversees all organization activities. The President & CEO, in consultation with the Board, is responsible for developing a clear strategy for the Denver Preschool Program's mission-based activities and executing those activities.

The President & CEO:

- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Implements the strategic goals and objectives of the organization.
- With the Chair of the Board, enables the Board to fulfill its governance function effectively and professionally.

### **DUTIES**

The Denver Preschool Program President & CEO is responsible for overall management of the organization under the governance and direction of the Board of Directors including, but not limited to:

#### **Leadership**

1. Maintain external awareness, monitor conditions, trends, innovations and practices that may have implications for the Denver Preschool Program and bring these to the attention of the Board for appropriate and effective incorporation into the Denver Preschool Program's approaches and strategies.
2. Lead the long-range and strategic planning process of the Board of Directors, ensuring that benchmarks are established for measuring success and that the planning cycles recur as appropriate.
3. Develop a high profile for the Denver Preschool Program within its various local and regional constituencies, including families, educators, legislative and executive branches of government at all levels, corporations, foundations, and other nonprofits and friends.
4. Be a visible advocate for the importance of early childhood education.

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5. Serve as a strong collaborator and team player, especially in partnership with the City, Denver Public Schools and community providers.

### **Management**

1. Work with staff, Board of Directors, Board of Advisors, internal and external customers to generate areas of agreement and joint action.
2. Establish and/or approve individual performance plans for direct reports, provide coaching and feedback, and conduct performance reviews.
3. In coordination with Board of Directors, ensure development and implementation of evaluation plan for the Denver Preschool Program including tracking number of children receiving tuition credits, number of quality rated early childhood providers including monitoring quality improvement plans, and long-term academic success of children.
4. Oversee staff to ensure successful operational, financial, and programmatic success to ensure achievement of organizational goals.
5. Engage and partner with governing boards including staffing Board of Directors and Board of Advisors.

### **Financial Management**

1. Oversee overall fiscal management of the Denver Preschool Program including developing and monitoring annual budget.
2. Maintain approved level of administrative expenses as mandated by statute.
3. Identify and implement additional revenue streams as needed in the future.

### **Communications**

1. Manage comprehensive communications plan with both internal and external stakeholders and to engage the broader community.
2. Serve as spokesperson for the Denver Preschool Program.
3. Develop outreach and recruitment plan for the Denver Preschool Program participants, including both parents and providers.
4. Prepare annual report to Mayor, City Council to include number of children and early childhood providers participating, children's academic outcomes and financial audits.
5. Maintain high-level constructive and cooperative interpersonal skills with internal and external stakeholders.
6. Lead efforts for reauthorization of the Program at designated intervals.
7. Ensure that data about program providers and tuition support options are up to date and easily accessible.

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## Quality Program Development

1. Lead efforts to enhance and use quality rating systems effectively to assess program providers.
2. Develop and implement quality improvement programs with providers.

## CRITICAL DATES & CONTACT INFORMATION

Respondents must submit their proposal in PDF format by 5:00 p.m. MST on February 5, 2019:

Denver Preschool Program  
Attn: Zach Hochstadt, Board Chair  
zach@mission-minded.com  
Denver Preschool Program  
305 Park Avenue West Ste B  
Denver, CO 80205  
720.287.5055 ext. 100

Questions should be referred to  
Zach Hochstadt, Board Chair  
zach@mission-minded.com

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