



Request for Proposal

EXECUTIVE DIRECTOR SERVICES FOR THE NATIONAL ASSOCIATION OF REAL ESTATE BROKERS

SUMMARY OF REQUEST

The National Association of Real Estate Brokers (NAREB), a 501(c)(6) non-profit trade corporation is seeking proposals from highly qualified applicants to serve as the Executive Director for NAREB beginning with fiscal year October 1, 2017. The contract will be for a 2-year period with the option to extend for additional years.

To be considered, a proposal must be received via email in Adobe Acrobat PDF or Microsoft Word format on or before Friday, July 21, 2017 at 3:00 pm at the following email address: narebsearchcommittee@nareb.com.

Questions should be directed to Ms. Steward at (248)568-5360.

Email to responses: narebsearchcommittee@nareb.com

I. Background of the National Association of Real Estate Brokers

The National Association of Real Estate Brokers (NAREB) was formed in 1947 by chartered African American real estate professionals out of a need to secure the right to equal housing opportunities, regardless of race, creed, or color. For more than 60 years, NAREB has participated in meaningful legal challenges and has supported legislative initiatives that ensure the availability of fair and affordable housing for all Americans. The National Association of Real Estate Brokers, (NAREB), is a Real Estate Professional trade organization. We have local chapters across the country who embrace our ideals and mission of “promoting democracy in housing”.

II. SCOPE OF WORK TO BE PERFORMED AND STANDARDS TO BE FOLLOWED

The candidate selected will be responsible for serving as the Executive Director/ Chief Executive Officer for NAREB. The Executive Director (ED) will report to the Board of Directors and with immediate supervision by the President of NAREB and the Chair of the Board of Directors. The ED will provide leadership and guidance for NAREB, and will be responsible for providing a wide range of services including but not limited to:

1. Oversight of the Association’s Operations
2. Creation of goals and specific programs
3. Hire, manage, and evaluate staff and consultants
4. Development of staff training
5. Establish goals and develop specific programs
6. Implementation of new programs and working with the Board of Directors.
7. Meeting with staff and consultants to discuss goals and specific programs.
8. Develop innovative fundraising strategies for NAREB.
9. Liaise with other similar minded organizations for collaboration purposes

10. Review of association policies surrounding personnel, fiscal and other matters as well as association by-laws for operational compliance
11. Attendance at quarterly board of director meetings as well as other committee meetings when requested

The Executive Director with direction and advisement of the Board of Directors is responsible for implementing and expanding programs. Along with staff and consultants, the Executive Director will research information about new programs that will benefit the association and its members. The Executive Director will develop strategic plans and set goals for all programs either directly or indirectly. The Executive Director will also connect with local businesses, elected officials and community leaders to gain support and resources for NAREB programs.

The Executive Director will make himself/herself available for consultation with NAREB staff members on such matters as they wish to discuss with him/her. Some examples of consultations that may be required include assisting NAREB staff in

- a. assisting NAREB with planning meetings, writing reports, activities, strategic planning, and program development and other legal matters, policy and regulatory matters, budget and fiscal matters, sponsorship and grant compliance, accounting and auditing preparation and compliance;
- b. assisting the NAREB Board of Directors and staff and consultants in developing and executing programs, events, public relations and digital, electronic and media strategies.

The ED may be asked to facilitate meetings in person or via telephone or video conferencing.

III. PROPOSAL REQUIREMENTS

The following must be received by the proposal due date or the firm will not be considered:

1. *Title Page* – the title page shall show the proposal subject, the firm’s name, address, contact person, and the federal identification number.
2. *Cover Letter* – The cover letter should briefly state the proposer’s understanding of the work to be performed, commitment to perform the work and statements as to why the proposer believes that their Firm is the best qualified firm to perform the engagement.

The cover letter should also include a statement that the offer is a firm and irrevocable offer for 120 days and should be signed by an official of the Firm that is authorized to commit the firm to the contents of the proposal.

3. Table of Contents

4. Personnel Qualifications

- a. Submit resume of Executive Director candidate. The resume should include a description of the individual's general qualifications and experience, availability, as well as experience with not for profit and trade associations. Describe advocacy experience with real estate, housing and community development. Identify any restrictions on Executive Director candidate’s time availability.
- b. Provide a list of your senior executive experience with other not for profit and trade associations experience over the past 5 years.

5. Salary Requirements

Identify the proposed salary requirements and how it might increase or decrease over the following years should employment contract be extended.

IV. Evaluation Criteria

The below factors will be used when evaluating the proposals. The factors are not listed in order of importance.

- ❖ Responsiveness to Request for Proposal specifications
- ❖ Project cost
- ❖ Qualifications of firm
- ❖ Qualifications and experience of the staff to be assigned to the project
- ❖ References
- ❖ Demonstrated capability to perform the type of work requested

During the evaluation process, NAREB reserves the rights to request additional information or clarifications from proposers and the right to reject any or all proposals. Proposals will be evaluated by a panel and the most qualified firm(s) may be requested to make oral presentations.

Issuance of the Request for Proposal does not commit NAREB to award a contract. NAREB reserves the right to reject any and all proposals, in whole or in part, to waive any formalities, and to re-advertise or to discontinue this process without any prejudice.

There is no expressed or implied obligation for NAREB to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

As a courtesy, we would appreciate a response even if you decline to submit a proposal.