



DALLAS ARBORETUM
AND BOTANICAL GARDEN

The Dallas Arboretum and Botanical Society (DABS) seeks proposals for the services of an Executive Search Firm (ESF) to assist the board of directors in the recruitment of a President/CEO. The current President/CEO has served DABS for 26 years and plans to retire when the next President/CEO is hired.

The RFP below outlines the expectations and timeline for the scope of work. The selected firm will possess capacity and competencies on a full range of services, including experience with conducting successful executive searches for similar-sized nonprofit organizations, implementing equitable and inclusive recruiting and hiring processes. We look forward to working with the firm to attract a qualified and diverse set of candidates to hire our next President/CEO.

About the Garden

A public/private partnership between The City of Dallas Parks and Recreation Department and DABS, the garden is a 66-acre property that is recognized as one of the top arboretums in the country. Since its founding in 1985, DABS has invested over \$120 million in the garden and in FY '23 the DABS operational budget will exceed \$28 million.

As a 501 (c)(3), DABS is governed by a 75-member Board of Directors. Daily operations are maintained by 120 full-time paid staff members, 50+ part-time paid staff members, and more than 400 active volunteers. Support for the Dallas Arboretum is provided by our members, donors and the Dallas Park and Recreation Department.

DABS is proud to offer the public an array of popular annual events, educational programs for children and adults, and an emphasis on family-oriented activities. Ground-breaking horticultural research conducted continues to contribute to an important body of knowledge, both regionally and nationally.

Mission

The mission of the Dallas Arboretum and Botanical Garden is to build and maintain a public venue that promotes the art, enjoyment and knowledge of horticulture, while providing opportunities for education and research. We are committed to excellence, inclusion, good management and fiscal responsibility.

Vision

The Dallas Arboretum & Botanical Garden cultivates a culture of diversity, equity, inclusion and accessibility by providing a safe and beautiful space that welcomes all to enjoy. We inspire people of all backgrounds by creating an open, positive and impactful environment. We continue to build sustainable

relationships with people from diverse communities, organizations, and businesses to further our commitment to these principles.

RFP Selection Process and Timeline

November 21, 2022	RFP released
December 9, 2022	Deadline to submit questions to DABS regarding RFP
December 16, 2022	Proposals due
January 6, 2023	Proposal review complete
January 13, 2023	DABS Search committee to submit follow up questions to firms
January 20, 2023	Additional requested answers due to DABS
January 23 – 27, 2023	Interviews
January 30, 2023	Recommendation to Executive Committee of the Board of Directors
February 1, 2023	Final firm selected and awarded
February 6, 2023	Preferred Start Date

Scope of Work

1. Recruitment and Selection of Candidates: Advise DABS on a recruitment and selection approach, established timing requirements, including a recommendation for a compensation package that facilitates the successful recruitment of a President /CEO who meets the qualifications expectations of the DABS and its stakeholders.
2. Stakeholder Input: Gather and use stakeholder input to formulate the search criteria, search plan, and the profile of an ideal candidate to guide recruitment and selection, utilizing a variety of channels that are appropriate for each audience.
3. Marketing the Position: Work with search committee to facilitate processes related to the search through the preparation and distribution of materials and advertisements necessary to effectively recruit a diverse pool of highly qualified applicants.
4. Screening Applicants: Screen all qualified applicants to highlight those most likely to be successful in the position, conduct appropriate reference and background checks and coordinate and facilitate the on-site or remote interview process of the most highly qualified candidates.
5. Evaluation of Applicants and General Support: Assist the committee in the evaluation of finalists and the performance of the applicants through the interview processes, prepare reports and be available for meetings of the DABS Board of Directors as needed.

RFP Submission Requirements

Proposals should include the following:

1. Organization Description: Brief history and summary of your firm and expertise.
2. Recruitment Approach: Please tell us about the process you would go through to find a successful candidate for DABS. Detail how you will accomplish the above scope of work,

including a clear delineation of what we should expect the firm to be responsible for and what you expect from DABS. Include networks you are able to access on behalf of this search.

3. Current Challenges: Please describe any current challenges you may face in leading this search and the strategies you will use to address them.
4. Staff Biographies: Provide profile of the firm member(s) that would lead the search and any other staff that would be involved in the process.
5. Proposed Timeline: Estimate the start and end dates for each phase of the search process, including meetings with key stakeholder groups.
6. Budget: Proposed cost along with narrative description of what is included in this cost. If “search-related expenses” are a line item, please define what those expenses might be.
7. Diversity, Equity, and Inclusion Commitments: Please submit the following information
 - Non-discrimination policy(ies)
 - Existing Diversity Statement
 - Existing Diversity, Racial Equity, and Inclusion plan
 - Staffing diversity
 - Leadership diversity
 - Record of any litigation in the past 10 years, including pending litigation (particularly, litigation that may be related to sexual orientation, gender, or race)
 - Information regarding any potential litigation that may occur during the contracting period.
8. References: Provide two references
 - A successful CEO search, where the CEO has been with the organization more than three years. Please provide contact information for both the CEO and, if possible, the board member contact with whom the firm contracted.
 - A recent (within the past 12 months) CEO placement. Please provide contact information for the CEO as well as the board or staff contact with whom the firm worked most closely.

Proposals must be sent electronically in a single PDF file to: Execsearch@DallasArboretum.org. Subject Line: Executive Search RFP, by December 16, 2022, at 5:00 P.M. CST. By submitting a proposal, the firm authorizes DABS to contact references to evaluate the firm’s qualifications for this project.

Evaluation Criteria

All proposals will be evaluated based on the following key criteria:

1. Performance capability—the extent to which the proposal demonstrates the firm’s ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project
2. Understanding of and commitment to DABS Purpose and Values, programs and strategic objectives
3. Demonstrated experience with similar-sized nonprofit organizations, especially those who have partnerships with local governments
4. Completeness and quality of response, including clear deliverables and reasonable approach
5. Proposed cost and timeline

6. References

Pursuant to DABS Commitment to Diversity, Equity, and Inclusion and its Non-Discrimination Statement, preference is given to vendors with a proven record of commitment to diversity and inclusion as a practice.

Top-rated candidates may be invited to interview with the committee. The selected consultant and DABS will then mutually discuss and refine the scope of work for the project and shall negotiate final conditions, compensation, and performance schedule for the subsequent contract to be executed.