

SUBURBAN RAMSEY FAMILY COLLABORATIVE (SRFC)
REQUEST FOR PROPOSAL FOR INTERIM EXECUTIVE DIRECTOR

General Information

ABOUT SRFC

The Suburban Ramsey Family Collaborative (SRFC) is a Joint Powers Board of Suburban Ramsey Public School Districts (ISD'S 621, 622, 623 and 624), Ramsey County, Mental Health agencies and Social Service organizations. We exist to collectively improve the health, learning, safety, and security needs of Suburban Ramsey County children, youth, and their families (ages pre-birth to 18 or 21 years old for individuals with a disabilities) by reducing risk factors and enhancing protective factors through an integrated, coordinated, comprehensive, and collaborative service delivery system. See Minnesota Statutes Section 124D.23 <https://www.revisor.mn.gov/statutes/cite/124D.23>

Our purpose is to coordinate programs and services to address gaps in children, youth and family's health, learning, safety and security and prevent the siloing that creates fragmentation for families. We center our work on Suburban Ramsey School District Communities (ISD 621, 622, 623 and 624) via School-Linked programming to support our most under-served/under-supported/marginalized children, youth and families.

SRFC Mission: Connecting individuals, families and community resources to create relationships which enhance the well-being of our kids.

SRFC Vision: Suburban Ramsey County is a community where our children and youth's safety, security, health and learning are a priority for all and no child remains at risk.

POSITION OVERVIEW

The Interim Executive Director is the key management leader responsible for overseeing the administration, programs and strategic directives of SRFC. The Interim Executive Director will provide day-to-day management to SRFC as a leader who is effectively bridging all facets of the organization between two permanent executive directors.

The Interim Executive Director is responsible for providing highly specialized collaborative leadership that will ensure the continuation and appropriate evolution of organizational planning; the coordination, delivery and measured impact of all programs; and fiscal due diligence in compliance with Federal, State, and Fiscal Agent Performance Standards.

The Interim Executive Director will maintain working relationships and regular communication with the Board of Directors, SRFC Co-leads, partners and practitioners.

Day-to-Day Operations:

Overseeing all aspects of the organization and ensuring that all SRFC Co-leads and programs are supported and effectively managed. This includes:

- Scheduling and holding regular meetings with partners/teams to ensure continuity within SRFC's structure and commitments.
- Supporting existing organizational improvement efforts and working with the Board and SRFC Co-leads to develop and implement any new strategies and activities.
- Managing and overseeing budgets and financial reporting.
- Developing agendas, materials, and minutes as necessary for the Joint Powers Board and Executive Committee, and otherwise assisting the Board.
- Ensuring consistent and positive stakeholder communication and engagement during the transition to instill confidence and consistency.
- Assist the board in writing the Executive Director Job Description and Deputy Services Manager Description and work with the Personnel Director to post jobs and create interviewing teams.
- Update website as needed.
- Other duties as requested by SRFC Board, SRFC partners, County, State and community partners to ensure continuity of programming and fulfillment of the organization's mission.

Strategic Direction:

- Support the board and strategic consulting agency in moving SRFC forward with newly developed Strategic Directions.
- Assist in strengthening systems of communication and decision-making around future work.
- Engaging and supporting the board in meeting organizational goals during the transition.
- Assist in the hiring of a new Executive Director.
- If necessary, assist in fundraising or requesting board contributions to assist in the transition work.

Knowledge and Skills:

- Collaboration, specifically knowledge around the state's FAMILY SERVICE COLLABORATIVES and LOCAL COLLABORATIVE TIME STUDY (LCTS)
- Systems Management | Complex-adaptive/flexible-responsive systems
- Board Development
- Meeting Management
- Working with various platforms such as MS Word/Outlook/Excel, Google Docs, WIX (website), CANVA/Venngage (Infographic Visuals), SMORE (newsletters)
- Advising on Budgets and Managing Contracts
- Honoring partner commitments with high follow through and thorough responsiveness
- Formal and Informal Resource Development

Your Response to This Request for Proposal/Application

In responding to this request, we ask that the following information be provided:

- 1. Cover Letter**
 - a. Full name and address of the applicant
 - b. Statement indicating interest and capacity to fulfill Request for Interim Executive Directorship of SRFC. (Describe your interest in helping SRFC achieve its mission.)
- 2. Experience**
 - a. Provide a brief description of your experience leading collaboratives and Executive Directing.
 - b. Describe your experience working with collaborative partners, a Joint Powers Board, a fiscal agent, personnel agent and system of care partners. Include sectors you have worked with such as School Districts, County partners and/or Social Services and Community Partners or the Philanthropic community.
 - c. Describe your experience working in Suburban Ramsey County. Speak to any issues you are aware of specific to access to resources in Suburban Ramsey County.
 - d. Include a list of organizations you worked for and provide 2 references including the information of individual(s) we can contact.
- 3. Statement of Salary Alignment**
 - a. SRFC will pay no more than \$125/hr for these services (\$100/hr is preferable). Please let us know if this pay range aligns with your salary expectations.
- 4. Other Considerations**
 - a. Please keep proposals brief and no more than 6 pages in length including appendices.
 - b. Proposals will be evaluated based on your experience working with collaboratives and your organization's ability to address the unique needs of the Suburban Ramsey Family Collaborative. We reserve the right to reject any and all proposals and/or request clarification of information regarding submitted proposals.

Questions for Proposal

Proposals are due no later than 4:00 PM, Friday, December 6, 2024.

All proposal questions should be submitted electronically to angela.guerrero@isd623.org before Monday, December 2nd at 4:00PM. All answers to questions will be posted on website up until Monday, December 2nd at 4:00PM at which time, we will close the question and answer period.

Process for Submission

All submissions must be sent electronically via email to Angela Guerrero, SRFC Assistant @ angela.guerrero@isd623.org. Clearly mark on email subject line: **SRFC INTERIM EXECUTIVE DIRECTOR PROPOSAL.**