

Request for Proposal (RFP)

Executive Director (Individual Consultant)

Issued by: The National Alliance for Children and Youth (NACY)

Proposal Submission Deadline: December 20th, 2024

Introduction

The National Alliance for Children and Youth (NACY) is a national charitable organization that connects and collaborates with organizations dedicated to advocating public policy and enhancing training and services for the well-being of children and youth across Canada.

NACY is seeking an individual consultant to serve as a part-time **Executive Director** under a **12-month contract** (with the potential for renewal upon successful annual review). This is a **virtual position**, however some travel will be required.

The successful candidate will report to the Board of Directors and work closely with NACY's full-time Operations Coordinator to execute key organizational activities and implement the strategic plan.

Scope of Work

The Executive Director (Individual Consultant) will be responsible for:

1. Strengthening the Children and Youth Sector through Convening and Connecting Member Organizations

- Convene and support NACY's **four member-based roundtables** annually.
- Collaborate with the Operations Coordinator to **recruit and retain members** from the child and youth-serving sector.
- Regularly **inform and engage members** about NACY's activities, including roundtables, conferences, and other events.

2. Strengthening NACY's Internal Capacity

- Develop and stabilize NACY's **revenue streams and resources**.
- Oversee and evaluate the **effectiveness, efficiency, and impact** of programs and initiatives.
- Build and enhance **systems infrastructure** to ensure fiscal and operational integrity and sustainability and ensure compliance with all **regulatory and risk management standards**.

3. Advocacy and Raising Awareness in the Children and Youth Sector

- Identify **urgent advocacy priorities** in the sector, using an evidence-based approach to drive systems change.
 - Build and sustain key relationships with **government, media, members, staff, and stakeholders** to advance NACY's priorities.
 - Support the Board of Directors in **representing NACY** as spokespersons.
-

Required Qualifications and Skills

- Proven experience in **senior leadership roles**.
- Extensive knowledge of and experience in the **nonprofit sector**.
- Exceptional relationship-building abilities.
- Proficiency in **financial administration, operations management, and human resources**.
- Commitment to and leadership in **justice, equity, diversity, and inclusion** principles.

Preferred Assets

- Familiarity with the **children and youth sectors** in Canada.
 - **Bilingualism** (English/French).
-

Proposal Requirements

Interested candidates are requested to submit the following as part of their proposal:

1. Proposed Work Plan

- o Outline your approach to the duties and responsibilities described in the Scope of Work.
- o Include timelines, deliverables, and methods of achieving organizational goals.

2. Fee Structure

- o Provide a detailed breakdown of your consulting fees, including any additional costs for travel or other expenses.

3. Professional Profile

- o Include a resume highlighting relevant experience and qualifications.
- o Provide at least two references.

Contract Details

- **Term & conditions:** 12 months (with potential for renewal), part-time, fractional
- **Location:** Virtual, with some travel required
- **Start Date:** January 2025

Submission Guidelines

Please submit your proposal by **December 20th** to **admin@nacy.ca**. Proposals should be submitted in PDF format and include the subject line "**RFP Response: Executive Director Consultant.**"

NACY is committed to equity, diversity, and inclusion. We encourage applications from Inuit, First Nations, and Métis peoples, persons with disabilities, members of visible minorities, 2SLGBTQIA+ individuals, and others from equity-deserving groups. We strive to build a team that reflects the diverse communities we serve.

We look forward to reviewing your proposal and exploring how you can help lead NACY in advancing its mission to improve the lives of children and youth across Canada.