



REQUEST FOR PROPOSAL

Executive Director Services (Consultant)

1. OVERVIEW

USA Deaf Sports Federation (USADSF), a national governing body recognized by the International Committee of Sports for the Deaf (ICSD), is seeking to contract with an experienced Executive Director. Under the broad supervision of the USADSF President, the Executive Director is responsible for providing effective organizational leadership and support to the Board of Directors, and supervising personnel connected to USADSF activities.

2. SCOPE OF SERVICES

This Executive Director shall engage with the deaf sports community, build strategic partnerships, and sustain organizational growth, visibility, and communications. The Executive Director shall bring their knowledge, vision, and skills to deploy strategic objectives, manage programs and operational systems, oversee staffing and budget, and support key relationships. The Executive Director is also expected to support National Sports Organizations and Ad Hoc committees, participate in meetings and conference calls, and produce annual reports. The successful Director shall have demonstrated experience in organization development, fundraising and resource development, human resources and financial management. Prior experience in deaf sports, competitive and recreational sports, sports management, and proficiency in American Sign Language and International Sign are a plus.

3. SERVICE PERIOD AND TERMS

This contracted position will be for a minimum term of 12 months from date of award with an option to extend at the same rates and conditions for up to twelve additional months at the mutual option of USADSF. The Consultant or Consultant Company shall outline their vision for the scope of work and fee proposal on a suggested basis of 15 to 20 hours/week; additional commitments may be proposed for discussion with the Executive Board.

4. PROPOSAL CONDITIONS & INFORMATION

Proposals must be submitted via email OR received by mail by February 1, 2018 to:
applicant@usdeafsports.org

Please include an e-mail and phone contact information so that we will be able to get in contact with you.

Please use the subject line of submission email: "RFP - Executive Director."

Questions regarding this proposal must be submitted by e-mail to
governance@usdeafsports.org.

5. PREFERRED QUALIFICATIONS

Provide an outline of your experience as a Nonprofit Executive Director in a resume format, to include at a minimum the following:

- List nonprofit leadership positions held, with description of responsibilities.
- Number of years working in the nonprofit field (indicate any previous experience with diverse and multi-cultural populations).
- Provide a minimum of three (3) references from board presidents, professionals, or colleagues for which you have worked with. Include the name of the relevant organization, name of contact person and telephone number.
- Provide overall background, directly related experiences and past successes.
- Provide a detailed description of direct experience performing the following executive director functions:

Nonprofit financial management and budget oversight

Supervision of interns, volunteers and staff

Organizational visibility

Communications with key partners

Program management

Nonprofit operations

Fundraising and resource development

Provide a description of the fee basis, and indicate preference for retainer-based contract or hourly reimbursement.

6. EVALUATION CRITERIA

Proposals will be evaluated on the following criteria:

- Qualifications and experience
- Demonstrated proficiency in nonprofit leadership responsibilities

- Demonstrated knowledge of nonprofit work, especially in relation to youth, sports, and/or deaf community sectors.
- References
- Fee proposal

Interviews shall be scheduled with selected prospective Consultants as soon as possible, to permit further evaluation and to allow the USADSF transition committee to inquire further into the Consultant's experience on similar projects, willingness to work closely with USADSF leadership, provide a thorough understanding of the various aspects of the organization, and respond to questions.

7. AWARD OF CONTRACT/EMPLOYMENT

Award/selection will be made to the Consultant (potential employee) that best meets USADSF needs and requirements. All aspects of evaluation will be taken into consideration in awarding this contract.

The consultant is to be reimbursed for any approved travel expenses at prevailing rates established by USADSF, but will not include travel between the consultant's/employee office and the USADSF office. Upon written approval of the Executive Board, The consultant that is chosen may choose to extend their hours beyond 15-20 hours a week or may choose to have an assistant to handle items of book-keeping, social-media, etc.

USADSF responsibilities include making available: executive director job description, strategic plan, 2018 approved budget, and other organizational documents as needed. The USADSF transition committee will meet regularly with the Executive Director

Consultant responsibilities shall quickly adapt to work independently, and proactively communicate with the USADSF transition committee on any concerns. Consultant shall hold all information gathered as confidential. All work product generated under this contract becomes the property of USADSF.

The issuing of this RFP does not guarantee the awarding of a contract if USADSF criteria are not met. Because receipt of the proposals is under the RFP method, the RFP is only the first step, not the last step, leading up to the award of a contract. Other steps, such as interviews, background checks, technical and cost factors, must be taken before USADSF can award the contract.

8. ABOUT USADSF

USA Deaf Sports Federation (USADSF) serves as the national governing body of deaf sport organizations in the United States. Its purpose is to regulate the rules of competition for affiliated organizations, facilitate the participation of US teams in international deaf competitions, and promote human rights and equity through sports.

In sports, hearing loss creates disadvantages that are not as obvious as others, which means deaf athletes are prone to experiencing difficulties because their needs are easily

overlooked or forgotten. Deaf athletes benefit from adaptations that are specific to their needs, such as the use of a light flashing system instead of starting guns or buzzers, and having officials employ hand signals and flags instead of whistles. Full access to communication is also a critical factor in the success of any athlete.

In deaf sports, all needs are met and all participants have full access to communication. Deaf sport organizations provide opportunities for athletes with hearing loss to compete among their peers at recreational, amateur or master levels.

Additionally, there are athletes who find deaf sport events to be the first or only opportunity to interact with other deaf people. The shared interest in sports brings together all kinds of D/deaf, hard of hearing, hearing impaired people and creates new opportunities for friendship and networking within the greater deaf and hard of hearing community. Playing among peers fosters a sense of solidarity and a feeling of camaraderie that is priceless.

In its over 70 years of existence, the USADSF has produced national champions, international record-breakers and Deaflympic medalists, all in the everlasting pursuit of excellence.