



## **Request for Proposal: Executive Search Support for Co-President Position**

***Please respond by 5:00pm Eastern Standard Time on September 1, 2025.***

Catholics for Choice (CFC) is a non-profit sexual health and reproductive rights organization working in the U.S. to shape and advance sexual and reproductive ethics. Our work is based on justice, reflects a commitment to well-being, and respects and affirms women's and men's capacity to make moral decisions about their lives. CFC is a recognized thought leader on the moral case for reproductive rights through its public policy advocacy, training and education programs, and meaningful research and publications.

CFC has been guided by energetic, articulate, and outspoken presidents. Only three previous leaders have filled the vacant executive position in the last 30 years. With the previous President's departure in the fall of 2024, the CFC Board of Directors is taking this opportunity to move toward a Co-Leadership Model with two Co-Presidents, each with clearly defined areas of responsibility.

The Board has determined that a co-leadership model will best meet the organization's needs. The current Interim President will maintain his role as one of the Co-Presidents. His experience as Interim President and Chief Operating Officer, responsible for executive administration, staff leadership and management, board relations and governance, qualifies him for the position. The Board seeks to hire a Co-President with key development and fundraising responsibilities, communications, media relations, and programmatic oversight. Both Co-Presidents will share responsibility for implementing a strategic plan and organizational vision, with each leader reporting directly to the Board.

We seek an external executive search firm to lead the search for a Co-President, working closely with the Board's Search Committee and the current Interim President. The stakeholders for this search are:

- CFC's Board of Directors
- Chris Wimbush, the Interim President of Catholics for Choice and incoming Co-President
- The organization's talented and dedicated staff
- CFC's foundation funders, individual donors, and partner organizations

### **Required tasks to be undertaken by the successful firm once selected:**

- Finalize a detailed and participatory search scope of work and timeline with understanding that the board would appreciate speed but not at the expense of quality.
- Conduct one or two sessions with the Board's Search Committee and the Interim President to define the parameters of the executive search.
- Prepare a job description for the CFC Co-Presidents, building on the preliminary duties split agreed to by the Board and current Interim President.



- Launch the search for the CFC Co-President.
- Update the Board on progress in person at a Board Meeting.
- Update the Board through teleconference.
- Present 5-7 pre-screened candidates for the Board Search Committee and help coordinate the scheduling of phone interviews with the Search Committee's members.
- Prepare profiles for each of the 2-3 final candidates screened by the Search Committee, to be shared with the full Board.
- Along with the Search Committee, present the final 2-3 candidates to the full Board.
- Assist with final candidate negotiations (salary and benefits to be the same for each Co-President initially).

**Proposal submission instructions:**

- Please prepare a 3–5-page technical proposal that includes the following:
  - Description of the methodology for the search phase.
  - Include specifically how you would engage with the current Interim President.
  - Include specifically how/if you would engage the management and non-management staff.
  - Include specifically how/if you would engage CFCs, funding foundations, and partner organizations.
  - A timeline with additional details to the dates suggested above. The timeline should define tasks and lead times for tasks conducted by the Search Committee, full Board, and staff, as well as task scope, duration for specific deliverables, involvement of various stakeholders, and overall, not-to-exceed window for completion.
- Sample of an executive search deliverable for another position (redacted for confidentiality).
- Summary of your firm's experience conducting similar co-leader executive searches in the last 3 years.
- The resume of the proposed team leader.
- The name, title, and contact information for at least two references from similar searches.
- A budget summary of no more than 1 page that includes the following line items:
  - Labor costs loaded with applicable indirect rates and fringe.
  - Other direct costs (such as meeting logistics and transportation for in-person meetings, communications, etc.)
- Proposals should be emailed to Chris Wimbush, Interim President, at [presidentalsearch@catholicsforchoice.org](mailto:presidentalsearch@catholicsforchoice.org), by 5 p.m. Eastern Standard Time on September 1, 2025.
- Any questions or clarifications should be submitted via email to Mr. Wimbush at [presidentalsearch@catholicsforchoice.org](mailto:presidentalsearch@catholicsforchoice.org).