



P.O. Box 4628  
Tulsa, OK 74159  
918.322.9922  
housingsolutionstulsa.org

## REQUEST FOR PROPOSALS

The Center for Housing Solutions, Inc (Housing Solutions) is seeking a Recruiter to assist us in filling the position of Deputy Director. The ideal firm would manage the candidate search and hiring process at all stages: development of a candidate profile, based upon conversations with key stakeholders; a robust candidate search and recruitment effort at the national level; candidate assessments; candidate interviews; and ultimately extending an offer and successful negotiation of salary and benefits.

Due to the specialized experience and knowledge required for a candidate to be successful in the role of Deputy Director, demonstrated relationships within the housing and homelessness industry and experience in identifying and placing candidates for housing-related positions is strongly preferred.

## DEADLINE

---

Please provide in PDF format a proposal that directly addresses each point of this RFP no later than **May 13, 2022 at 5:00 p.m. CST.**

**Erin Velez**  
Chief of Staff  
Housing Solutions  
evelez@housingsolutionstulsa.org

## EVALUATION

---

Evaluation Proposals will be evaluated by a joint board-staff task team for how well the points of the RFP are addressed, stated deliverables, references, and cost.

## SCOPE OF WORK

---

The Respondent shall conduct a targeted, nationwide search to help identify a talented housing expert. At a minimum, the scope of work proposed by the Respondent should include:

1. Development of a candidate profile, based upon conversations with key stakeholders in the Tulsa housing and homelessness community.
2. A robust candidate search and recruitment effort at the national level focused on identifying leaders in the housing and homelessness field.

3. Initial candidate assessments and interviews, with a shortlist of qualified candidates, developed based upon the candidate profile and conversations with the Hiring Committee.
4. Coordination and management of in-person candidate interviews with the Hiring Committee; and
5. Ultimately extending an offer to a selected candidate and the successful negotiation of salary and benefits.

## TIMEFRAME

---

An ideal timeframe for the candidate search, recruitment, assessment, and selection would take place in less than 120 days. Respondents should include their proposed timeline in their proposal.

## RESPONDENT AND PROPOSAL REQUIREMENTS

---

To be considered, interested Respondents should submit or address the following:

1. Responses can be submitted electronically to [evelez@housingsolutionstulsa.org](mailto:evelez@housingsolutionstulsa.org)
2. The details of all fees you would charge (along with any other requirements), including anticipated out-of-pocket expenses, including estimated travel costs; include all details on the Pricing Summary page herein.
3. Your background in similar successful searches (i.e., for government or nonprofit positions especially related to housing and homelessness).
4. Your method of identifying well-qualified candidates.
5. A detailed overview of the process you envision to undertake this task, defining your role and how the Housing Solutions would interact with you; and
6. A typical timeline for such a search.

Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only clarification of instructions or specifications, it will be handled via e-mail. If any question results in a substantive change or addition to the RFP, the change or addition will be forwarded to all Registered Respondents as quickly as possible by addendum.

## GENERAL NOTIFICATIONS

---

1. Housing Solutions notifies all possible Respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract based on race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, sexual orientation, gender identity, or on any other basis prohibited by law.
2. All Respondents shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.
3. All Respondents shall comply with the Americans with Disabilities Act (ADA) and all proposals and a subsequent contract, if any, shall include the following statement:

“The Respondent shall take the necessary actions to ensure its facilities are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the Respondent is not a program or activity of the Housing Solutions of Tulsa. The Respondent agrees that its program or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.”

4. Housing Solutions also notifies all Respondents that the Housing Solutions has the right to modify the RFP and the requirements herein, to request modified proposals from Respondents, and to negotiate with the selected Respondent on price and other contract terms, as necessary to meet Housing Solution’s objectives.
5. Although it is Housing Solution’s intent to choose only the most qualified Respondents, Housing Solutions reserves the right to choose any number of qualified finalists for an interview and/or for final selection. At the discretion of Housing Solutions, one or more Respondents may be invited to be interviewed for purposes of clarification or discussion of the proposal.
6. This RFP does not commit Housing Solutions to pay any costs incurred in the preparation of proposals, or in the submission of a proposal, or the costs incurred in making necessary studies and designs for preparation thereof, or to contract for services or supplies necessary to respond. Any expenses incurred by the Respondent(s) in appearing for an interview or in any way in providing additional information as part of the response to this Request for Proposals are solely the responsibility of the Respondent. Housing Solutions is not liable for any costs incurred by Respondents for any work performed by the Respondent prior to the approval of an executed contract by Housing Solutions.

## EVALUATION OF PROPOSALS

---

The Evaluation Committee will evaluate proposals. Final selection shall be the sole determination of the Board of Directors of Housing Solutions, and if a selection is made it will be to the Respondent whose proposal is determined to be in the best interests of Housing Solutions.

RESPONDENT INFORMATION

---

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name exactly as reflected on its organizational documents, filed with the state in which Respondent is organized; not simply a DBA.)

**Street Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Website:** \_\_\_\_\_

**Primary Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Secondary Contact:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Respondent's Type of Legal Entity:** (check one)

- Sole Proprietorship       Limited Liability Company
- Partnership               Limited Liability Partnership
- Limited Partnership       Corporation
- Other:

**References:**

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Contact Information

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Contact Information

\_\_\_\_\_  
Organization/Company

\_\_\_\_\_  
Contact Informatio



**POSITION: Deputy Director**

**JOB CLASSIFICATION:** Full-Time, Salary, Exempt

**JOB STATUS:** Permanent

**LOCATION:** Tulsa, OK

## OVERVIEW

Center for Housing Solutions, Inc. (Housing Solutions) is a non-profit organization dedicated to building systems that make homelessness rare, brief, and non-recurring in Tulsa, Oklahoma. Housing Solutions is the lead agency for the Tulsa County HUD-funded Continuum of Care (CoC).

Housing Solutions seeks experienced, innovative and passionate leadership that engages nonprofit organizations, private businesses, governmental entities, philanthropic individuals and organizations, the investment community, and citizens to address and end homelessness in Tulsa County.

In 2020, the A Way Home for Tulsa (AWH4T) Continuum of Care (CoC) launched a five-year strategic plan and accompanying implementation plan. This coincided with a reorganization of the governance structure and the designation of the new lead agency. The lead agency is the implementation lead for the strategic plan while guiding local service providers through systems changes to implement evidence-based practices.

The Deputy Director will work with the Executive Director on overall strategic and operational responsibility for Housing Solution's staff, programs, and execution of its mission, goals, and financial objectives. The ideal candidate for Deputy Director must be highly effective at building relationships and influencing both policy and people. The ability to successfully build and maintain coalitions across the community and to advocate on behalf of the coalition of providers are critical to success in the position.

## THE OPPORTUNITY

The Deputy Director will work proactively and collaboratively with City and County leadership, partner agency leadership, and the public stakeholders working to end homelessness across Tulsa County and the state of Oklahoma. The Deputy Director is expected to bring visionary leadership to system-level work, as well as help steer the organization and support fundraising, strategic development, management, and external partnerships.

Alongside the Executive Director, the Deputy Director will serve as a spokesperson on the best practices to end homelessness across Tulsa and thus is required to build relationships with funders, elected officials and governmental agencies, media, service providers, developers, and national organizations.



The Deputy Director will help recruit, develop, and lead a diverse staff with expertise in affordable housing, coordinated entry, Homelessness Management Information System (HMIS), HUD Continuum of Care (CoC) funding, performance monitoring, technical assistance, program evaluation, communications, and financial management.

The Deputy Director is responsible to the Executive Director and the Board, as well as the community for leadership, information, and collaboration.

### ORGANIZATIONAL LEADERSHIP

- Assist the Executive Director with policy and governance of the organization
- Ensure that Housing Solutions excels as the Lead Agency and Collaborative Applicant for the HUD designated Continuum of Care and Homeless Management Information System (HMIS) by staying abreast of national developments in policies, strategies and funding opportunities and by supporting a team of professionals who can successfully complete federal reporting and grant applications.
- Includes submission of the HMIS and CoC Planning Grant renewal applications, Annual Performance Reports (APR), and all reporting, policy development, and implementation required by HUD (Charter, rules, guidelines, PIT, System Performance Measures, etc.)
- Conduct the Point in Time (PIT) Count, holding stakeholder meetings, workgroups, committees, and work with the Leadership Council, which serves as the governing body of the COC
- Includes participating with the National Alliance to End Homelessness, the United States Interagency Council on Homelessness, and other national organizations to discuss success and challenges by sharing program data, strategies, etc. through phone calls, webinars, and conference presentations to promote strategies that end homelessness
- Lead Housing Solutions staff in the overall development, strategic plan implementation, program implementation, and management of the organization.
- Help steward existing funding partners while constantly exploring alternative avenues to expand resources to meet agency needs; maintain a high level of fiscal responsibility and oversee proposal writing and grant management
- Work with the Housing Solutions staff and CoC member agencies to plan and strategize to offer the Tulsa community a cohesive homeless response system based on best practices, data, and collaboration; bring clarity to the Housing Solutions role in relation to other organizations

### COMMUNITY LEADERSHIP

- Build on existing Housing Solutions relationships and develop new ones to further efforts with the Board of Directors, local elected officials, business, housing, and non-profit leaders to establish the public-private partnerships that will enable the implementation of the strategic plan



- Establish relationships with media personnel and serve as a key public voice for Housing Solutions and as an authority on ending homelessness
- Find opportunities to welcome the voice of people experiencing homelessness
- Work to eliminate institutional barriers to equity from systems and institutions that impact the ability to access and maintain housing
- Work closely with other leaders of social service and housing agencies to ensure effective collaboration; use the network to promote best practices, improve program performance across agencies and strengthen Housing Solutions' leadership role in furthering strategic efforts to end homelessness
- Support a shared communication strategy across agencies working to end homelessness to educate the community on the challenge and solutions in a manner that clarifies how the public can get involved with ending homelessness
- Participate in other planning groups so that Housing Solutions is a relevant partner and leader in the community on issues that impact housing and support services, e.g., City of Tulsa Affordable Housing Advisory Group, the Governors Interagency Council on Homelessness (GICH), the Tulsa Regional Chamber One Voice Legislative Task Force

#### REQUIRED QUALIFICATIONS

- Proven leadership experience working with diverse stakeholders to accomplish impactful goals
- Demonstrated excellence with interpersonal skills that enhance collaboration and consensus building
- Strong communication skills, both verbal and written with the ability to represent the organization across a wide range of stakeholders and using different platforms – by phone, online, in-person, panel discussions, etc.
- Ability to successfully navigate in a fast-paced and outcomes-driven environment
- Demonstrated commitment to the values of diversity, respect, and empowerment
- Passion for ending homelessness and an ability to communicate this passion to others
- Knowledge and appreciation for managing a cohesive portfolio of different programs, organizational structure, budgeting, and administrative operations
- Demonstrated use/appreciation of complex data for planning, reporting, and advocacy

#### PREFERRED QUALIFICATIONS

- Minimum 5 Years of direct and effective people management for staff of 10 or more in affordable housing or homelessness related agencies
- Masters or higher in public policy, public administration, social work or related field or equivalent work experience
- Demonstrated experience in building and/or executing on community-wide strategic plans • Experience developing and maintaining financial resources, including grants, for an organization



### DIVERSITY & INCLUSION

Housing Solutions is an inclusive employer. We celebrate diversity and strive to reflect the community in which we work, to better serve our clients. We welcome and encourage applications from Women, Culturally and Linguistically Diverse people, People with Disability, Sexually and Gender Diverse people, people with lived experiences of adversity, and people of all ages.

As such, if you require any adjustments to submit your application, we invite you to get in touch via email at [housingstulsa.org](mailto:housingsolutions@housingstulsa.org), using the subject line: **Deputy Director inquiry**.

### NEXT STEPS

Please submit a resume, detailing your employment history, experience, education, and contact information, as well as a cover letter that explains why you are interested and qualified for this position to [evez@housingstulsa.org](mailto:evez@housingstulsa.org).