

January 5, 2023

The Rosalynn Carter Institute for Caregivers (RCI) is seeking the services of an executive search firm for the recruitment of a Policy Director based in Washington, D.C. This will be a shared position between the RCI and The Carter Center Mental Health Program (TCC-MHP).

RCI is a 501(c)(3) organization founded in 1987 that became a fully independent organization in January 2021. Our mission at the Rosalynn Carter Institute for Caregivers (RCI) is to promote the health, strength, and resilience of family caregivers at every stage of their journey. Our primary focus is on unpaid or informal family caregivers: those who respond to a need for care of a relative, friend, or loved one. Addressing the full scope of challenges and complexities of family caregivers demands collaborative solutions, a systems-oriented approach, and identifying caregiving as a public health issue.

TCC-MHP elevates behavioral health as a global health priority, promoting policies and practices that improve the access and availability of mental health services and address stigma in the U.S. and globally. TCC-MHP does this through evidence-based education, awareness-raising initiatives, policy change, strengthening health systems, and workforce development.

We seek to fill this position with someone based in the DC area to facilitate and maintain regular communication with policymakers to make meaningful and lasting connections in this space. We recognize the importance of being able to respond to spontaneous meetings with advocacy organizations, the administration, and other key parties. The ideal candidate must be highly visible and available in the area, allowing us to maintain this constant presence.

A current draft of the position description is attached. If you are interested in submitting a proposal and require additional information, please contact me directly.

All submissions must include the following:

1. Statement of the firm's understanding of work to be performed;
2. Evidence of the firm's qualifications to provide the above services;
3. Background and experience in supporting nonprofit clients;
4. Any experience with recruitment for caregiving, public health, mental health, or parallel industries;
5. Description of how the firm is a good fit for our organization, detailing experience with other nonprofit clients of a similar size and scope;
6. Approach to diversity, equity, and inclusion in executive search efforts;

7. General overview of how your company would fulfill the project requirements and how you would approach the work;
8. Proposed fee structure for requested services, with hourly rates for the firm's services, should additional services be requested beyond the scope of your proposal;
9. References and contact information from at least two comparable nonprofit clients.

We ask that your submission be received by January 20, 2023. Please send your proposal to me directly at Karl.Bond@RosalynnCarter.org. Our organization will review all submissions and aims to make a selection by January 27, 2022.

I look forward to receiving your submission.

Sincerely,

Karl Bond
Director, Operations & Administration