



## **Request for Qualifications: Executive Director Search Consultant**

Northwest Youth Services is a tax-exempt non-profit organization based in Bellingham, WA, and serving homeless and at-risk youth in Skagit, Whatcom and Island Counties. The Board of Directors of Northwest Youth Services is beginning the process of recruiting for an Executive Director. It has formed a search committee and is seeking a consultant to assist it in the process. The Board is interested in a limited scope engagement to include the following tasks:

- Arrange for the publication of an announcement for the position online and in print locally and in the Pacific Northwest.
- Distribute the announcement through channels that will assure awareness of the opportunity in diverse communities and facilitate inquiries about the position within those communities.
- Screen all applicants for meeting minimum qualifications.
- Provide all applications (cover letters & resumes) to the search committee

Interested parties are invited to submit their qualifications for performing the work, including:

- Names of principles who would be performing the work.
- Hourly rates, including any differential rates based on who would be performing different elements of the work.
- A description of prior experience performing such work, including recruiting through channels that will assure awareness of the opportunity in diverse communities and facilitate inquiries about the position within those communities.
- Names and contact information for previous clients who can be contacted as references.

Statements of qualifications may be e-mailed to Dean Wight, Interim Executive Director, at [DeanW@nwys.org](mailto:DeanW@nwys.org). Responses will be received until a consultant is selected. The Search Committee will begin reviewing submissions at its meeting on July 16, so timely submissions are strongly encouraged.