



Hallie Q. Brown Community Center, Inc.

ADMINISTRATOR OF THE MARTIN LUTHER KING CENTER

REQUEST FOR PROPOSAL

Strategic Planning Consultant

June 2, 2017



*The
Lighthouse
of the
Community™*

SUMMARY

The Hallie Q. Brown Community Center, Inc. is seeking a professional consultant to guide the Board and staff through a strategic planning process, from planning and retreat facilitation to drafting strategic plan documents including mission, goals and strategies.

ORGANIZATIONAL OVERVIEW

History & Mission

Founded in 1929, Hallie Q. Brown Community Center, Inc. (HQB) is an African American, nonprofit social service agency open to all, primarily serving the Summit University area of Saint Paul, Minnesota and the broader Twin Cities metro area. The organization was born as the result of the vision, commitment and tireless efforts of several community leaders and organizations in the 1920's.

Coming out of the Settlement House movement into modern day, HQB has evolved from an independent human services provider to a multi-service center and is the administrative body of the Martin Luther King Center, which houses our partners offering specialized services and programs, including the nationally recognized Penumbra Theatre Company.

Although HQB began as a settlement house for African Americans denied services from other agencies, we long ago opened the center's services to all people. Historically, our service center has been mixed racially and economically. Approximately one-third of St. Paul's people of color live in the Summit-University and nearly 50% of the population is comprised of minority residents. The area continues to evolve demographically and HQB provides a wide range of services designed to reflect the character of the Summit-University community as a whole.

The mission of HQB is to improve the quality of life in our community by providing access to critical human services, fostering and promoting personal growth, and developing community leadership.

With a primary focus in the Summit-University area, HQB successfully operates a wide variety of programs, which specifically address the critical needs of community residents.

We believe an ideal community center is one where community members of all ages, abilities, races, cultures, and economic levels:

- Are recognized as valuable assets.
- Experience a safe and productive environment.
- Have opportunities to contribute to the Center and expand their talents and knowledge.
- Have access to a full spectrum of services, including social, emotional, educational, and recreational opportunities appropriate to their unique needs and interests.
- Are linked to the community's heritage and history.
- Are involved in intergenerational and cross-cultural experiences that enrich and strengthen the community as well as benefit individuals and families.

PROJECT SCOPE

Guide HQB through a process resulting in the development of a strategic plan



Objectives of the planning process

- Evaluate the relevance of HQB's mission in the current economic, communal, technological and community services environment, and update if necessary
- Determine the agreed upon value proposition of HQB
- Evaluate the relevance of HQB's goals and update if necessary
- Outline growth objectives and critical alignment opportunities for HQB
- Production and formal presentation of a completed strategic plan

Identified consultant tasks and responsibilities are:

- A. Planning meeting with Executive Director
- B. Review of recent external and internal assessments
- C. Integration of key themes from assessment results into planning process, board meetings and/or retreat facilitation
- D. Potential planning meeting with Executive Committee
- E. Potential participation in July and/or September board meeting
- F. Facilitation of board retreat to include board training
- G. Facilitation of staff meeting on integration of proposed strategies into work and staff training
- H. Written report of key themes from retreat including draft mission, goals and strategies.
- I. Presentation of strategic plan draft to staff and board of directors

Consultant expertise in the following areas is not required but useful

1. Knowledge of the nonprofit and philanthropic sectors—regionally and nationally
2. Ability to develop common understanding, if not consensus, of board and staff
3. Knowledge and awareness of African American history, culture and relevant issues today

SELECTION CRITERIA

All proposals will be reviewed and evaluated by the Executive Director who will recommend one or more candidates for consideration by the Board of Directors.

Criteria for evaluation will include:

- Demonstrated knowledge, skills, and experience in conducting strategic planning projects in philanthropic or other nonprofit organizations
- Understanding of the philanthropic and nonprofit sectors
- Ability to meet deadlines and operate within budget
- Satisfactory performance record
- Estimated project budget

HOW TO SUBMIT A PROPOSAL

Interested Consultants should email the following to Jonathan Palmer, Executive Director, Hallie Q. Brown Community Center, Inc. at jpalmer@hallieqbrown.org:

- A work plan that contains methodology, timeline, and deliverables for the project
- A project budget
- Exclusions or exceptions
- Description of qualifications and/or resume of consultant involved in project.
- Reference and contact information of three nonprofit organizations that have utilized strategic planning services in the last 18-24 months.

Applications should be received by HQB on or before June 30, 2017.

QUESTIONS

If you have any questions, contact Jonathan Palmer at jpalmer@hallieqbrown.org, 651-224-4601

