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| **Division of Finance and Business Operations** |  | **Procurement & Business Services**  **5700 Cass Avenue, Suite 4200**  **Detroit, Michigan 48202**  **(313) 577-3734** |

**October 10, 2023**

**RE: Chief of Staff & University Relations Officer**

To Whom It May Concern:

Wayne State University is seeking an individual to fill the position of Chief of Staff & University Relations Officer. Your firm was suggested as one of several to submit a quotation to conduct an executive search for a highly qualified individual to fill this position. This letter serves as a request for proposal and references for this purpose.

The Position Description is enclosed with this letter, and we anticipate an annual compensation of approximately $200,000 - $225,000, commensurate with experience.

If you are interested in working with Wayne State University to locate and hire the best person for this important position, please submit your quotation for services and fees along with references for similar hires and your letter of engagement to the University Procurement & Business Services office. Delivery of Proposals are by electronic submission. The link for submission will be posted with the RFP details at [**http://go.wayne.edu/bids**](http://go.wayne.edu/bids). When visiting the Website, click on the "**Service**" link in green. You can also use the following link to directly access the submission form: <https://forms.wayne.edu/65253b9c32127>.

**Please respond to this request by 2:00 p.m. E.S.T. on October 20, 2023,** as follows:

Wayne State University

Attn: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/65253b9c32127>

Thank you for your interest in doing business with Wayne State University. Should you have any questions or concerns, please contact me.

Sincerely,

**Kenneth Doherty**

Kenneth Doherty

Associate Vice President

Procurement & Business Services

Enclosure

cc: Rebecca Journigan, Special Assistant to the President and Director of Operations / Office of the President

**Wayne State University**

**Chief of Staff & University Relations Officer**

**Executive Search Services**

**This section of the RFP lists requirements that require specific written responses or confirmations. To be considered for selection, the search firm must demonstrate in their proposal that it meets the following requirements and has provided all required information.**

**SCOPE OF WORK**

The University is seeking a full-service Executive Search Firm to execute a successful search for our next **Chief of Staff & University Relations Officer.** The salary range for this position is anticipated to be approximately $200,000 - $225,000, commensurate with experience. The consultant will be expected to undertake, at a minimum, the design and execution of all steps to define the search, development of a collaborative description of duties for the position, find and recommend potential candidates that meet all requirements for the position to the University.

This position will be posted on the Wayne State University online hiring system. The final candidate must complete an online application in the System and submit his or her resume in accordance with University policy. Any and all applications will be forwarded to the selected search firm for consideration. If feasible, the awarded firm will be given Guest Access to the University’s online hiring system to view applications as they come to the University.

**Key Project Deliverables**

The selected search firm shall have extensive experience in performing searches for higher education clients, preferably with specific experience in recruiting for the highest-level executive positions for colleges and universities. The search firm must demonstrate an understanding of higher education search processes and should also have a proven national presence and capability to identify and recruit not only those individuals who may be in the job market, but those who may not be actively searching for a new position.

We ask that your proposal include the following information.

1. A brief description of your firm, including information relating to its organization and management practices.
2. Your firm’s experience with urban research universities, if any.
3. Your firm’s experience with successful placements for positions similar to the one for this RFP, and the names of those institutions in which those individuals were placed.
4. The name, biography and resume of the lead consultant who would be assigned to work with us, should your firm be successful in obtaining this contract.
5. An overview of how your firm views the role of the search committee members in the search, and the process you will use to build a pool of qualified candidates.
6. A list of at least three references from clients, including point of contact, company name, address, phone, and email.

A schedule of fees. In addition, an explanation of your billing practice should be provided in case of a failed or incomplete search (i.e., no candidate selected) or the case of a successful candidate who leaves in less than a year.

**General Information**

The University reserves the rights to accept, reject, modify, and/or negotiate any and all proposals received in conjunction with the Request for Proposal. It reserves the right to waive any defect or informality in the Proposals on the basis of what it considers to be in its best interests. Any proposal may be rejected which the University determines to be incomplete, conditional, obscure, or has irregularities of any kind.

This Request for Proposal (RFP) in no manner obligates the University to the eventual purchase of any services described, implied, or which may be proposed, until confirmed by written agreement, and may be terminated by the University without penalty or obligation at any time prior to the signing of an Agreement or Purchase Order.

Proposals are subject to public review after the contracts have been awarded. Firms responding to this RFP are cautioned not to include any proprietary information as part of their Proposal unless such proprietary information is carefully identified as such in writing, and the University accepts, in writing, the information as proprietary.

If you have any questions regarding this bid, please contact meby email at **ken-doherty@wayne.edu.**

**Please respond to this request by 2:00 p.m. E.D.T. on October 20, 2023,** as follows:

Wayne State University

Attn.: Kenneth Doherty

Online Submission Link:

<https://forms.wayne.edu/65253b9c32127>

**Position Purpose**

**Chief of Staff & University Relations Officer**

Reporting directly to the President, the Chief of Staff for University Relations will function as an advisor and strategic partner to the Wayne State University President and the university leadership. The position will lead, oversee and coordinate the President’s external initiatives, strategic messaging, advocacy, events, and special projects and work with the administrative staff and leaders in the President’s office, as well as the executive and academic leaders, to accomplish. This position serves as a key liaison for the President with external stakeholders and across the institution. The Chief of Staff / University Relations Officer may represent the President in a variety of formal and informal settings.

| **Essential Functions** | **% of Time** |
| --- | --- |
| Directs and oversees high-level external advocacy initiatives, projects and events initiated by the President and communicates progress to the President, other executives and leadership team. Leads and plans projects; monitors, and implements advocacy initiatives including, but not limited to, strategic planning, communication, engagement, and campus events, to advance the university’s position and resources.  Works closely with other campus leaders, board members, key stakeholders, government officials, and the President to plan, oversee, manage, and coordinate external advocacy activities, initiatives and events requiring the President’s involvement.  Develops action plans, oversees preparation and coordinates timely distribution of materials. Assists and prepares the President by facilitating effective external relations. Coordinates support, as needed, within the executive team for implementation of the President’s priorities. Coordinates with campus leaders on providing regular reports/data, to the President and the board, on the progress of completing strategic external advocacy initiatives.  Travels with the President to meetings, conferences, and dedicated events, as required. | 25% |
| Provides the President with strategic advice, and coordinates actions and leads plans to advance university position, strategic messaging, institutional branding and influence stakeholders. Directs and oversees high-level external university communications and marketing initiated by the President and communicates progress to the President, other executives and leadership team.  Leads the high-level project conceptualization, monitoring and oversight of implementation of initiatives including, but not limited to, strategic planning, stakeholder engagement, and collateral to advance the university’s position, reach, influence and resources.  Works closely with other campus leaders, board members, key stakeholders, government officials, and the President to plan, oversee, manage, and coordinate communications activities, initiatives and events requiring the President’s involvement. Coordinates with campus leaders on providing regular reports/data, to the President and the board, on the progress of completing strategic communication initiatives. | 25% |
| Provides the President with strategic advice, apprises on significant issues, and identifies approaches to resolve issues. Brief the President in advance of meetings and events.  Independently manages high-level or sensitive concerns and requests on behalf of the President. Works with the President and the board as required.  Creates and maintains a plan to cascade communications when representing the executive team on projects and in meetings; striving to keep the President and the executive team informed.  Coordinates external communications with the media and related outlets and the Presidential Communications leader on the President’s communications (both written and oral presentations).  Leads the Crisis Management Team and works closely with campus leaders to resolve issues and develop and/or revise policies and procedures as appropriate. | 20% |
| Establish and maintain strong and highly collaborative relationships across the University and external community/constituents. Participates in key constituent meetings to guide strategy and policy to ensure appropriate responsive follow-up and accountability, and to facilitate resolution of matters requiring the President's attention, and oversees and coordinates Board oversight and engagement. | 15% |
| Serving as a key member of the executive team, the Chief-of-Staff serves as an integral member of the Office of the President working closely with the Assistant Vice President of Operations and Strategic Initiatives to coordinate certain activities and provide leadership, where needed, to the executive and administrative support staff within Office of the President. In the absence of the AVP of Operations and Strategic Initiatives, approves expenditures and ensures compliance with university and regulatory policies and procedures in an administrative leadership capacity. | 10% |
| Performs other duties as assigned. | 5% |

**MINIMUM QUALIFICATIONS**

**Education** Bachelor's degree

* Bachelor's degree from an accredited college or university in business administration, public policy, public relations, communications, political science, law, or related field.
* **Experience** Expert (established subject matter expert, 7+ years experience)
* 7+ years of professional, senior level experience in or impacting a large, complex, organizational, governmental or corporate headquarters.
* Responsibility for driving key projects and initiatives with significant impact across the organization.
* Substantial work experience with the organization’s chief executive and senior management team
* Experience providing senior executive level advancement within a large, complex, organizational, governmental or corporate headquarters.
* Familiarity with higher education issues preferred

**Knowledge, Skills, and Abilities**

* Strong strategic and analytical skills.
* Excellent communication and interpersonal skills with a strong ability to influence people and decisions.
* Ability to manage multiple high-priority projects within specified deadlines in a fast-paced, high-growth environment.
* Ability to perform in a collaborative, dynamic, fast paced high growth team-based environment.
* High degree of integrity, confidentiality, and a strong ability to work with a wide range of individuals in a diverse community.
* Demonstrated understanding of and commitment to diversity, equity, and inclusion.
* Ability to lead effectively within a non-hierarchical, de-centralized, and highly collaborative campus community.
* Skill in working with all campus stakeholders in a climate of openness and transparency, integrity, trust, mutual respect, and collaborative problem solving.
* Outstanding oral and written communications skills with an ability to speak to a variety of audiences, transform ambiguity into clarity, and articulate campus needs with persuasiveness and conviction.
* Excellent listening skills and the capacity and willingness to engage in intellectual debate and discussion.

**About Wayne State University**

WSU is a nationally recognized public research university with an urban teaching mission. WSU is a public Carnegie Doctoral/Research Extensive institution with 13 academic schools and colleges offering more than 350 undergraduate, graduate and professional degrees. WSU is home to nearly 24,000 students from nearly every state and 70 countries – the most diverse student body among Michigan’s 15 public universities:

* One of the nation's 50 largest public universities, with Michigan's most diverse student body.
* Approximately 350 degree and certificate programs in 13 schools and colleges.
* Annual research expenditures of $244 million.
* More than 500 student organizations.
* Affiliations with more than 100 institutions worldwide.
* Classified as "doctoral university: very high research activity" by the Carnegie Classification of Institutions of Higher Education.
* Wayne State is a partner with Michigan State University and the University of Michigan in the University Research Corridor, helping create a vibrant state economy.
* More than 2,000 new jobs created through TechTown, Wayne State's research park and business incubator.
* A leader in green technology, the College of Engineering was first in the nation to launch an electric-drive vehicle engineering program and offer an alternative energy technology master's program.
* Study abroad opportunities in 16 countries on five continents.
* Eighty percent of Wayne State Law School graduates live and work in Michigan.

**Non-Discrimination**

Wayne State University is an Equal Opportunity Employer. Wayne State complies with all Federal and state rules and regulation and does not discriminate on the basis of race, color, sex (including gender identity), national origin, religion, age, sexual orientation, familial status, marital status, height, weight, disability, or veteran status.