

Central Iowa Workforce Development Board Executive Coach Request For Quote (RFQ)

The Central Iowa Workforce Development board is looking for an organization, business, or independent contractor to provide Executive Coaching to support our Executive Director with professional development and strategic leadership. Our Executive Director is a seasoned non-profit executive, but currently the only staff member to the board. The ED is directly supervised by volunteers.

Expectation for Service:

- Provide regular coaching and consultation with the Executive Director.
- Communicate with the Board Chair and provide support in performance management and evaluation.
- Identify and assist in building executive leadership competencies to maximize efforts and success.
- Support the Executive Director in critical thinking and analysis of strategic challenges and decisions.

Time Estimation:

- It is estimated that up to 5 hours per month of assistance will be requested.

Term:

- The term of this service would begin immediately and run through the remainder of Program Year 23 (June 30, 2024).

Payment:

- Payment will be made on a cost-reimbursement basis.

Selection Criteria:

Hourly rate and Experience with Workforce Services, Executive Development, and Non-Profit Board Development.

Please remit quote to eric.kress@ciwdb.org electronically, or postmarked by mail to CIWDB, Po Box 913, Waukee, IA, 50263 no later than September 15, 2023.

- Include:
 - Quote: Hourly Rate for Services
 - Professional resume or background of the organization demonstrating qualifications including 3 Professional References.