

Request for Proposals

Leadership and Organizational Restructuring for the Society for Conservation Biology

The Society for Conservation Biology, a not-for-profit professional membership organization, is seeking proposals for a consultant to draft models for Leadership and Organizational Restructuring and facilitate a Leadership Scenario Workshop to assess and provide recommendations for the organization's structure, executive leadership needs, and long-term solvency.

About the Society for Conservation Biology

The Society for Conservation Biology (SCB) is a non-profit, 501(c)(3), organization dedicated to facilitating, promoting, and advancing the science and practice of biodiversity conservation on earth. It is comprised of seven Regional Sections, one for the marine realm and one each for Africa, Asia, Oceania, Europe, North America, and Latin America and the Caribbean. SCB has more than 30 local chapters worldwide and eight topical working groups. SCB serves more than 4,000 members worldwide, publishes the journals *Conservation Biology*, *Conservation Letters*, and *Conservation Science and Practice*. It hosts the biennial International Congress for Conservation Biology (ICCB), the largest international meeting for conservation scientists with more than 1,500 attendees and a growing portfolio of regional meetings on the alternate years. SCB administers the David H. Smith Conservation Research Fellowship Program, a two-year postdoctoral fellowship for outstanding early career scientists who are successful at linking conservation science and application. SCB is governed by a Board of Governors, which includes representation from the Society's seven regional Sections, three Vice Presidents, and five officers. A staff of 8 supports these activities, and is primarily based in Washington, DC.

Role of the Consultant/Facilitator

Previous rapid turn-over of Executive Directors and changes in revenue streams have resulted in the need for a restructuring that will enable our organization to be flexible, entrepreneurial, fiscally sound and mission-focused. Interim periods between Executive Directors have demonstrated that the organization is administratively and operationally stable. What's needed is leadership that can serve as public face and voice of the organization, as well as capacity and competency in partnership/relationship building and revenue generation. Hiring an outside consultant to work with staff and the Board of Governors to scope potential leadership scenarios will provide us the information and tools to better advance our mission, achieve our goals, and meet our members' needs and expectations.

The primary tasks of the consultant will be to: (1) Design and manage a process that obtains input from the current staff and board and assesses the organization's existing strategic plan and governance structure, (2) Draft models for Leadership and Organizational Restructuring which includes examination of (but not limited to): needs assessment of executive leadership, promotion of leadership within all SCB Groups (i.e. Sections, Working Groups and Local Chapters), and organization design, (3) Facilitate the staff and board through these options in person at SCB's board meeting August 28-30 in Honolulu, Hawai'i (or an alternate location TBD) to refine and finalize a plan.

Design and Draft Leadership and Organizational Restructuring Models

Desired Outputs:

1. Summary of staff and board input on current and potential organization structure with recommendations to improve shared leadership, collective decision-making, and effectiveness and efficiencies toward mission success.
2. Assessment of four major businesses (revenue generators) that the Society conducts and recommendations regarding staff and/or program restructuring. These businesses focus on membership, journals, conferences, and fellowship programs.
3. Explore ways to increase the capacity of Sections to expand SCB's impact supported by SCB revenue.
4. Assessment of the existing strategic plans and governance structure to identify gaps and recommend action steps to improve business management and outcomes.
5. Review potential non-profit mergers and acquisition frameworks and analyze successful models for opportunities that may exist for SCB with other like-minded organizations.
6. Articulate 2-3 executive leadership scenarios that are informed by all of the above.

At minimum, proposed process should include:

1. Interviewing transition team members and BoG officers on what has worked and not worked in the past and ideas for moving forward.
2. Identifying models from other organizations that may serve SCB given information from interviews.
3. Working with President and transition team to draft retreat agenda
4. Facilitating retreat agenda that involves workshopping and lining out a new leadership model.

To Apply

To apply for consideration, please send a letter of interest describing your qualifications, experience with similar organizations, a brief summary of your proposed approach to drafting the plan and facilitating the board meeting, and project rate for the primary consultant and any additional staff. SCB will provide a copy of our mission, current strategic plan, and organizational chart for use in preparing a proposal.

It is important to note that SCB must operate within parameters set by the Society's bylaws and all laws pertaining to non-profit organizations registered in California. Additional organizational documents will be provided, as needed.

For full consideration, please submit your letter by email to Chief Financial Officer Warren Sander (wsander@conbio.org) by **April 20, 2020**.