



July 23, 2025

Request for Proposal – Executive Director Search – Children First

The Children First Board of Directors is seeking proposals from a select group of executive search firms to assist in identifying our next Executive Director. We are asking several firms to provide us with proposals. If you are interested in being considered, please provide us with a proposal no later than August 30, 2025. We expect that from these submissions we will choose two or three firms to be interviewed by a few members of the Search Committee of the Board early in September, with a selection by mid-September.

Background:

Children First was founded 45 years ago to improve the lives of children by advocating at a local, state, and national level on their behalf and by being a catalyst for positive change. Children First helps to identify children's needs and to educate the public about them, insisting that our children become a priority if we as a society, and they as our future, are to survive. The organization's goals have always been to increase the awareness of children's needs; increase the resources for children and families; strengthen families and communities in helping children learn and grow and assure implementation of funding of public policies which promote stable children and families.

Children First educates and advocates on behalf of children across all issues, and they undertake specific-focused efforts to improve the health of our children by maximizing access and availability of health care; improve child welfare by targeting efforts to strengthen families; improve the quality and quantity of child care programs; act earlier rather than later in developing, monitoring and disseminating information about in-home programs that work; and improve the chances for troubled and troubling adolescents by seeking out the causes and responses to truancy or delinquency by building alternative programming in communities and developing more and better after-school programs in neighborhoods.

More on Children First's mission and programs may be found in our most recent [annual report](#) and at www.childrenfirstpa.org.

To assist in the preparation of your proposal:

1. Attached is a brief position description draft.
 2. We suggest that proposals do not exceed 10 pages, and that they include the following:
- A brief overview of the firm as a whole.
 - The experience of the firm in the not-for-profit community generally as well as experience in supporting policy and child advocacy search specifically.
 - Your success in recruiting executive candidates, including outreach strategies to identify and recruit qualified executive candidates, statistics on the number of executive candidates included on candidate slates and the number of executive candidates placed.
 - A summary of the results from quality surveys gathered from candidates and clients. Please indicate if you do not collect quality data on your searches.
 - The names and biographies of the specific professionals who would work on the search.
 - Please identify the person who will lead the search and serve as the primary contact for the Search Committee.
 - An overview of searches your firm conducted for similarly situated organizations and why you believe you were successful. We are particularly interested in any searches you have conducted that have supported executive positions in child advocacy organizations.
 - A brief description of the process that you would recommend we follow.
 - Your fee structure.
 - We have targeted selecting a successor by December 31, 2025. Please provide a timeline for your work.

Please provide three references. Firms that are chosen to meet with the Search Committee will be asked to sign a Non-disclosure agreement (NDA).

Please send a PDF of your proposal via e-mail to the following:

LaTi Spence and John S. Summers at lati.wells@gmail.com and jss@hangle.com, respectively, who are co-chairs of the Search Committee. Also, please send to Minnie R. Holleran at mrholleran@gmail.com, who is assisting the Committee in its work.

If you have questions, please contact:

Minnie R. Holleran (mrholleran@gmail.com)

We thank you for your interest in our organization.

Sincerely,

La'Ti Spence & John Summers

La'Ti Spence & John Summers
Children First Board of Trustees
Search Committee Co-Chairs

The Position

Reporting to the Board of Trustees, the Executive Director will serve as a visionary and thought leader, with demonstrated experience in policy and child advocacy. The Executive Director will lead a vibrant organization of 27 staff and \$5 million in assets. The Executive Director will represent Children First in developing and maintaining authentic and effective relationships with individual donors, institutional funders, elected officials, and community stakeholders. The Executive Director will be responsible for ensuring the organization's fiscal health through fundraising efforts, upholding its values, and enhancing its stellar reputation.