



Economic Opportunity Institute
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Request for Proposals—EOI Staff Retreat & Racial Equity Consultant

Mission and race and equity statement

Our mission is to build an economy that works for everyone by advancing public policies that promote educational opportunity, good jobs, healthy families and workplaces, and a dignified retirement for all.

EOI is committed to racial equity. We recognize that we cannot be successful in building a just economy for all without directly addressing institutional and structural racism, which create devastating economic, educational, and health disparities. We seek to apply a racial equity lens to our public policy research, communications, and advocacy work. We strive to include the voices of communities most impacted by racism.

EOI will also strive to dismantle institutional racism in our internal governance policies, hiring practices, and workplace culture. We are committed to nurturing an equitable and diverse work environment where all employees feel safe, included, valued, and supported. We will practice our anti-racist values within EOI and continue to learn, reflect, and act with courage, openness, and humility.

Background

EOI has experienced multiple big organizational transitions in the last 18 months, including new leadership, new staff, and shifts in staff roles, all during the pandemic. Additionally, for the last 8 years, EOI has been on a journey towards practicing anti-racist principles. Staff and board are working together to advance equity, both in our internal policies and practices and in our external public policy work. As such, EOI seeks an experienced consultant for a six-month contract to:

- 1) **Provide facilitation services for a staff retreat in the summer of 2023.** We are looking for a consultant to help us build connection, trust, and cohesion on our team. In addition we would like a facilitator who will help staff create a strong foundation with which to engage in change work, whether that be internal shifts in mission and vision or external policy work. Overall, we want to establish best practices for a strong team.

- 2) **Work with EOI’s Race and Equity Work Group** to build on current board and staff monthly hands-on race and equity work. This includes providing ongoing support, knowledge, and resources and assistance with implementation of the work, including guiding organization-wide and board-specific education curriculum development.

Scope of Work

We are looking for a consultant with experience in nonprofit organizational development as well as knowledge and experience with progressive public policy and legislative advocacy.

Element	Time Commitment	Deliverables/Details	Budget
Kick-off meeting and goal setting session	One-time 90 min session & 90 min prep/follow up	-Meet to determine specific goals and objectives and practices for work with the racial equity workgroup - Thought partnership objectives; practices and agreements	max \$1,000
Facilitate Racial Equity Work Group Meetings	Quarterly 90 min sessions + prep/follow up [the Work Group meets monthly]	-Provide the agenda and facilitation tools for 4 monthly Racial Equity Work Group Meetings, to happen quarterly -Communicate with designated EOI staff on the Workgroup about the group’s progress between quarterly facilitated meetings in order to build the agendas for subsequent meetings	max \$6,000
Lead board meeting discussions about racial equity	February & April 30 minute meeting facilitation, prep & follow up	-Provide the agenda and facilitation tools for 30 minutes of the monthly Board meeting dedicated to racial equity learning and discussion. -Work with Racial Equity Work Group to coordinate board meeting agenda.	max \$ 800
Facilitate Staff Retreat	2 days (6 hours each) Location: in-person (details TBD)	-Meet with designated EOI staff to gather information and identify goals in order to prepare a 2-day retreat agenda	max \$6,000



	Lodging for 1 night and 2 lunches, 1 dinner, and 1 breakfast covered by EOI	-Prep retreat agenda, including activities and facilitation that will help staff address the previously identified goals -Facilitate 2-day retreat	
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Application Details & Deadlines

To apply, please submit a proposal that describes how you would work with EOI based on the scope of work above, including examples of activities/group learning elements that you would facilitate, and a simple budget.

Deadline for proposals is **Friday, December 2, 2022 5:00 PST.**

Send proposals to: Summer Stinson at summer@opportunityinstitute.org. Include *EOI Racial Equity Consultant Proposal* in the subject line. You can expect to hear from Summer about a decision by December 7th. Thank you for considering our request!

Questions? Contact Gabriela Quintana, gabriela@opportunityinstitute.org if you need clarification or support submitting your proposal.