



Houston Center for Contemporary Craft seeks consultant(s) for Diversity, Equity, Access, and Inclusion (DEAI) work

September 16, 2021

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Request for Proposals:

- Issuing organization: Houston Center for Contemporary Craft (HCCC), 4848 Main Street, Houston, TX 77002
- Proposals will be accepted until **Thursday, September 30, 2021 at 5:00 PM CDT**
- RFP is also available on: <https://crafthouston.org/about/inclusion-commitment/>

1. General Information

PROJECT OBJECTIVE: HCCC seeks to identify a consultant or team of consultants who can collaborate with staff and board to advance HCCC's equity and inclusion work, including:

- **Assessment:** Providing methods and tools for assessing the current state of the organization;
- **Setting the Course:** Supporting HCCC staff and board to establish a clear equity vision and associated strategic goals, both internal and external;
- **Staff/Contractor Support:** Applying a racial equity lens and best practices to HCCC's hiring and selection process;
- **Frameworks & Skill Building:** Providing intensive training to staff and board on equity and social justice;
- **Accountability:** Creating an evaluation system for feedback on strategic goals.

TIMELINE AND TERM: HCCC intends to award a single contract as a result of this RFP by Winter 2021/2022. The contract term will extend through the end of 2022, with options for additional work beyond.

DUE DATE FOR PROPOSALS: **Thursday, September 30, 2021 at 5:00 PM CDT**

QUESTIONS? Contact Kathryn Hall khall@crafthouston.org by September 23, 2021.

I. Background

HCCC's Mission: To advance education about the process, product, and history of craft.

Over the last 20 years, Houston Center for Contemporary Craft has established itself as an important cultural and artistic resource for both Houston and the nation—one of the few venues in the country dedicated exclusively to the interpretation and presentation of craft at the highest level. In service of its mission to advance education on the process, product, and history of craft, HCCC has committed to providing free admission to its exhibitions and related programming, while supporting the artists that make the field possible. HCCC currently has a staff of 11 full-time team members and 1 contract team member with an estimated budget for fiscal year 2021-2022 of \$1.45 Million. To date, the Center has hosted 160 resident artists, 83 major exhibitions, and a vigorous schedule of accompanying educational initiatives in its 11,350-square-foot facility, located within both the Houston Museum District and the Midtown Cultural Arts and Entertainment District.

By keeping admission and educational programming free to the public, HCCC serves a wide range of visitor demographics; however, it has goals to attract even wider audiences to more closely reflect the exceptionally diverse demographics of the Houston region.

In the past year, HCCC has launched a Diversity, Equity, Access & Inclusion Committee to find ways to increase DEAI principles within all areas of the organization, as well as to attract and better serve underrepresented audiences. Please refer to HCCC's Inclusion Commitment Statement <https://craftthouston.org/about/inclusion-commitment/>. Comprised of board, staff and community members, the committee is working together on several initiatives, including finding ways to cultivate more diverse board and committee membership and recruiting a diversity trainer/facilitator to help lead these efforts.

II. What is HCCC looking for:

- **Track record & Facilitator Experience with:**
 - Behavioral change
 - Meeting target goals
 - Small to mid-size non-profit visual arts sector
 - Transparency
 - Conflict resolution
 - Science/Evidence-based Methodology
 - Community Engagement
- **Track record on:**
 - Ability to produce behavior change within an organization
 - Recommendations for improvement and meeting target goals
 - Working with the small to mid-size non-profit visual arts sector
 - Transparency
- **Facilitator Experience with:**
 - Conflict resolution
 - Science/Evidence-based Methodology
 - Providing tools and resources for the pursuit of and self-management of DEAI goals
 - Implementing effective strategies for community engagement (i.e. listening sessions)

III. Scope of Work

The consultant or consultant team's tasks will include:

- Assess the current state of the organization;
- Articulate and differentiate the roles and responsibilities of the staff and the board in becoming a more equitable and inclusive organization;
- Collaborate in identifying HCCC's DEAI vision, goals and priorities going forward;
- Support HCCC staff and board in establishing a clear equity vision and associated strategic goals;
- Support staff in analyzing practices, services and policies around hiring and retention, and in communicating issues of race and the advancement of equity.
- Develop an onboarding process for new DEAI team members, and recommend changes as needed to HCCC's onboarding process for new staff and board members;
- Develop an DEAI plan that is integrated with HCCC's mission and informs HCCC's internal systems, HCCC's public programs, and HCCC's communications and community engagement strategies;
- Help identify mechanisms for expanding HCCC's knowledge and for holding the organization accountable for progress, including the possibility of a Community Advisory Board and/or Equity and Inclusion Advisory Board;
- Provide ongoing DEAI consultation and education to staff and board (including staff and board leadership) through the life of this contract;
- Other tasks that may emerge as HCCC moves through the process.

The consultant will work directly with:

- HCCC Executive Director;
- HCCC DEAI committee of board and staff;
- HCCC staff as a whole;
- HCCC board members;
- Community members as appropriate.

IV. Desired Qualifications

Competitive consultant will demonstrate:

- An understanding of the structure of nonprofit organizations, including volunteer boards of directors, and how to best navigate inherent hierarchies and power structures; Understanding of nonprofit organizations with an emphasis on arts is a plus.
- An ability to collaborate with staff, board and community members in DEAI implementation;
- An understanding of how race plays a role in the history of Houston specifically;
- Experience training groups and coaching individuals;
- An ability to develop trusting relationships with staff and board in order to operationalize DEAI work;
- A commitment to transparency and guidance for communicating this critical work publicly;
- Strong and effective facilitation skills;
- A history of working with clients to develop strategic organizational DEAI plans.

V. Timeline

- Direct all questions regarding this RFP to Kathryn Hall khall@craftthouston.org by Thursday, September 23, 2021.
- Due date: Proposals will be accepted through khall@craftthouston.org.
- Estimated Start Date: Winter 2021/2022.
- Contract ends: Through end of 2022, with options for additional work beyond.

VI. Information Required of Respondents

Please include in your proposal:

- General description of planning activities recommended (no more than four pages);
- Description and/or samples of the tool(s) you use to assess an organization's status and competencies around DEAI work;
- Work plan and timetable;
- Budget;
- Professional resumes of all individuals who will be involved in this project;
- Three references, including contact information and a description of relationship;
- Relevant work samples, including DEAI plans that you have designed or assisted with designing.

VII. Proposal Submission

Please address proposals to:

- Email address: Kathryn Hall khall@craftthouston.org
- Subject line: RFP for DEAI consultant
- Deadline: **Thursday, September 30, 2021 at 5:00 PM CDT**