



## **Request for Proposals**

### **Strategic Planning Consulting**

### **Spring 2024**

**Mission** Founded in 2001, Houston Center for Contemporary Craft (HCCC) is a nonprofit arts organization dedicated to advancing education about the process, product and history of craft. The Center's major emphasis is on objects of art made primarily from craft materials such as clay, fiber, glass, metal, wood or found/recycled materials.

**Background** HCCC programming centers around [exhibitions](#) that span a diversity of artists and concepts, introductions for visitors of all ages to contemporary craft through a variety of [educational programming](#) and [events](#), and support for working artists through our [artist residency program](#).

Having spent twenty-three years establishing itself in the field and with a wealth of opportunities to consider, HCCC is looking to work with a consultant/agency to draft a three-year + strategic plan that will help focus its ambitions, elevate its stature, and pilot it into the next phase of its organizational history. Ideally our strategic plan will include audience, programming, and facilities assessments with input from the board, staff, and community.

HCCC can collate material to help jumpstart the assessment phase including a recent SWOT analysis completed by the staff, DEIA audit and working set of goals, and a board informed survey with benchmarking of other industry leaders.

### **Scope of Work**

- Help evaluate current mission and vision with revisions if necessary.
- Support surveys and draft a summary of stakeholder feedback with HCCC's primary role and focus underscored.
- Generate a strategic plan approved by the board with staff feedback, and ready to share with our friends and patrons.

- Put forward an implementation framework to be used internally to help guide the initial phases of the work.
- Incorporate DEIA goals throughout the process.

**Our Team** The strategic planning firm will work closely with HCCC leadership led by the executive director and strategic planning task force chair. We imagine the process will include collaboration with our DEIA consultant. Meetings onsite are favored with some virtual meetings anticipated.

**Budget** \$20,000-30,000

When possible, we would like to see proposals divided into fee modules based on the above suggested deliverables and other proposed work. Ideally the consulting engagement will begin summer 2024 and end at the close of the year.

**Contact** Proposals can be emailed to Leila Cartier, [lcarter@craftthouston.org](mailto:lcarter@craftthouston.org) no later than May 10, 2024. Please include a process summary, suggested timeline, payment schedule, experience, and up to three references with samples of deliverables if publicly available.