



## Retained Search Request for Information

The Bush Foundation is developing a list of potential search and recruitment partners with the goal of expanding our network and offering potential partners the chance to understand the Foundation's priorities and goals ahead of a specific request for a proposal. Because the need for a specific search usually occurs unexpectedly and with some urgency, we hope that doing some pre-work will help us build a broader network of search partners with diverse expertise and interests.

Our plans would be to go to this list when a vacancy occurs and identify partners who are well suited to the specific search so that we can have more specific conversations about capacity, timing and contract terms.

### About Us

The Bush Foundation is a private foundation based in St. Paul, Minnesota. The Foundation was established in 1953 by 3M executive Archibald Bush and his wife, Edyth. Since its founding, we have invested over a billion dollars in Minnesota, North Dakota, South Dakota and the 23 Native nations that share that geography, with our funds and support going to organizations and people who think bigger and think differently about solutions to problems in their communities. Much more about the Foundation can be found at [BushFoundation.org](http://BushFoundation.org).

Our operating values guide our work at the Foundation, and we hope that both partners and potential employees share and operate by these values, and the behaviors they suggest. The values of "Spread Optimism and "Everybody Matters" are particularly important in this context. We are acutely aware that each person who applies for a job with us could be using their time in other ways to improve this region, and so we place a premium on proactively and respectfully managing relationships with applicants throughout the process. We also look for partners and potential employees who are actively interested in developing their intercultural competence so that we can make this region better for everyone. You can learn more about the work that we've been doing around diversity, inclusion and equity in learning paper: <http://bfdn.org/EquityLP>

### Our Operating Values

#### **Spread Optimism.**

We encourage individuals and organizations to think bigger and think differently about what is possible. We are positive and supportive in our internal and external interactions.

#### **Work Beyond Ourselves.**

We actively seek opportunities to work in true collaboration with others to have more impact. We are willing to both lead and follow. We candidly share what we learn with others.

#### **Everybody Matters.**

We are a champion for both excellence and equity inside and out of the Foundation. We have fair, open and inclusive processes. We work to raise overall quality of life while also closing opportunity and achievement gaps.

#### **Steward Well.**

We demonstrate appreciation for the Foundation's history and thoughtfully build on its legacy. We hold ourselves to high standards of integrity and accountability and conduct ourselves in a way we hope would make our founders proud.

#### **More Good. Every Year.**

We are a true learning organization and work to be smarter and more effective every year. We never lose sight of the reason we exist: to do the most possible good with the resources left to the community by Archibald G. Bush.

## **Talent Philosophy and Selection Process**

Forty people work at the Foundation. Our talent strategy is to hire top notch staff, invest heavily in professional development – especially around leading with an equity lens – and support upward and outward mobility when the time is right. This means we have a higher rate of turnover than other organizations of our size. You can learn more about our talent philosophy in this learning paper: <http://bfdn.org/TalentPhil>

The Foundation typically retains search partners to fill vice president, director and some specialized or technical positions. While we usually retain a partner for all steps in the recruitment and selection process, we have sometimes hired a partner for a partial search. Our work is based in the upper Midwest, but our searches and applicant pools are generally national in scope. Our selection process is highly participatory, involving staff from across the Foundation, particularly in the last stages of selection. We would want our search partners to enthusiastically support this kind of collaboration and work with us to design a selection process that values high levels of input.

## **To join the list**

We want to learn about the work you do and how you do it, while also minimizing extra effort to respond. Our specific interests are detailed below, and we invite you to respond in whatever way you wish. You may submit pre-prepared materials, or you may submit custom responses, or some combination.

In addition to understanding your search philosophy and experience, please share with us:

- Particular areas of practice and expertise, including industries, sectors and career stage.
- Experience with and process for providing top quality and racially diverse candidate pools.
- Principles and practice for effectively managing relationships with prospective candidates.
- Areas of expertise that you or your firm have in related areas such as interviewing techniques, facilitation, organizational development, pre-hire assessments, in-depth reference or candidate analysis.

We also ask every vendor to complete the Vendor Demographic form <http://bfdn.org/VendorForm> (PDF) prior to executing a contract with us. While there's no requirement to provide the information at this early stage, it does illustrate some of the information we are interested in understanding about prospective partners.

To be added to this list, please send responses to [Talent@bushfoundation.org](mailto:Talent@bushfoundation.org) or mailed to Attn: Talent Development, Bush Foundation, 101 East Fifth Street, #2400, St. Paul, MN 55101.

We'll continue to add partners to this list as they come in.

Thanks for your consideration!