



## SACRAMENTO CULTURAL EQUITY INVESTMENT PROGRAM MENTOR REQUEST FOR QUALIFICATIONS (RFQ)

Sacramento Metropolitan Arts Commission invites senior-level experienced arts administrators to submit Requests for Qualifications (RFQs) for a Cultural Equity Investment Program Mentor contract.

RFQ Release Date: August 5, 2019

RFQ Submission Deadline: August 26, 2019

### Program Background

When Sacramento's City Council approved the new cultural Plan, *Creative Edge*, in June 2018, investing in Cultural Equity became an official priority for the City's arts community. In fact, of the six goals identified in the cultural plan, Goal Number Two is to *advance cultural equity for all Sacramento's diverse populations*. Following the recommended strategies in the cultural plan, Metro Arts hired MJR Partners to conduct an Equity Audit of Sacramento Metropolitan Arts Commission's (Metro Arts) policies and practices. Top recommendations from the Equity Audit include:

1. Invest in strengthening a network of six to eight legacy organizations that represent the cultural expression of Sacramento's diverse community
2. Develop a three-year timeline for organizational capacity building
3. Design learning opportunities to prepare this cohort for more funding opportunities
4. Provide regular management assistance workshops that support small and emerging organizations (and artists)

### Program Description

The **Cultural Equity Investment program** is designed to support inclusive culturally diverse organizations with budgets less than \$500,000. Awards support general operations, arts programming and projects intended to build capacity toward organizational sustainability.

Contingent on Metro Arts' funding, three organizations will receive three-year awards in decreasing amounts to encourage finding additional resources for organizational sustainability. Additionally, organizations will be partnered with a mentor to help develop a professional development plan for the organization, which may include managing a programming cycle, marketing, fundraising, audience development, etc. offered through workshops, seminars, webinars and more.

## **Mentor**

Mentorship is a relationship in which a more experienced or more knowledgeable person helps to guide a less experienced or less knowledgeable person(s). The mentor may be older or younger than the person being mentored, but he or she must have a certain area of expertise. In this instance, the expertise will be in managing a nonprofit organization.

The mentor will be an arts administrator consultant with the following experience:

- 5+ years' experience as Executive Director, General Manager or similar senior level position at a nonprofit arts organization
- 5+ years' experience fundraising, including grant writing, donor cultivation and sponsorships
- 5+ years' experience managing a nonprofit board of directors
- 5+ years' experience in marketing, communications and PR
- 5+ years' experience community engagement and outreach
- 5 years' experience managing employees
- Experiences managing and mentoring staff and volunteers

In collaboration with Metro Arts, the mentor will develop and lead workshops, seminars, and other learning for Metro Arts' Cultural Equity Programs. This facilitation could be for a small or large group.

## **Structure and Anticipated Timeline**

The Cultural Equity Investment Grant program is guaranteed for calendar year 2020 and will continue as funding is available to Metro Arts. The Mentor contract would include panel selection in October 2019 and then mentorship for 3 organizations from January 1-December 31, 2020.

<u>Month/Date</u>	<u>Activity</u>
Aug 2019	Release Call/RFQ,
Aug 2019	Close RFQ
Oct 2019	Panel Selection for Cultural Equity Investment Grants Workshop(s)
Dec 2019	Mentor research needs of organization and plans with Metro Arts
Jan 2020	Formal Mentorship with Cycle 1 begins
Dec. 2020	Year one mentorship ends

## **Program Budget**

\$50,000 fee awarded for planning and leading workshops, seminars and other resources; mentoring organizations; potential re-appointment if Metro Arts receives continued funding and mentor is well received by grantees and Metro Arts.

Project budget is inclusive of materials and services.

The mentor fee includes all expenses associated with insurance, labor, materials, contracted services, meetings, and travel required to complete the project through implementation. Any subcontractors required by the artist must be compensated out of the mentor fee, unless negotiated otherwise. Any expense that exceeds this amount would be the artist's responsibility, unless negotiated otherwise.

## **Scope of Work for Project Design and Implementation**

Upon award of the contract, mentor will begin work, including but not limited to the following scope of work:

- Serve on Cultural Equity Investment and Cultural Equity Grant panels
- Plan workshops and seminars in collaboration with Metro Arts
- Facilitate Introductory and culminating sessions with 3 investment organizations
- Meet weekly with Investment Grantees, both structured and unstructured
- Provide periodic progress updates to Metro Arts and Arts Commission

Please keep in mind that the City of Sacramento requires general liability insurance coverage for contractors to protect both the City and the contractor. Mentor is also responsible for acquiring Business Operations Certificate. Taxes may be required from this contract; please consult a tax specialist.

## **Application Selection Process and Criteria**

A Selection Committee, which will review responses to the Request for Qualifications, will be comprised of staff representatives from the City of Sacramento. Once applications are reviewed, a select number of qualified candidates may be interviewed by the committee if needed.

### **Selection considerations:**

Applicants has managed a nonprofit organization. Applicant has demonstrated organizational experience, integrity and a working relationship with local inclusive culturally diverse nonprofit arts organizations. Applicant has firsthand knowledge of cultures and/or communities in Sacramento. Applicant's work is mission driven or demonstrates interest in social practice. Applicant has the ability to work across cultures. Applicant likes to collaborate and work with the public.

## **Application (RFQ)**

### **Portal to submit (in accordance with Procurement guidelines) Submittables**

The application includes:

- Letter of Interest
- Resume

- Answers to application questions (sample list below)

**Application Questions:**

- Name
- Brief Bio
- Contact Info
- Brief description and history of yourself as an arts administrator
- Why would you make a good mentor for the Investment program?
- Letters of support (if appropriate)

All applications must be received through the Submittables portal by August 26, 2019 at <https://sacmetroarts.submittable.com/submit>.