



## 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. The Bush Foundation works to inspire and support creative problem solving - within and across sectors - to make our region better for everyone [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 this 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**

As we build this broad 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, we have the following specific questions:

- 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 attached Vendor Demographic form 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.

If you wish to be added to our list in this first iteration, please send in your response to [Talent@bushfoundation.org](mailto:Talent@bushfoundation.org) or 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!

# Vendor Demographic Form

Must be completed before vendor selection or payment will be made



**Bush Foundation Purpose Statement:** We work to inspire and support creative problem solving — within and across sectors — to make our region better for everyone.

The Bush Foundation recognizes that our funding decisions have an impact on individuals and communities. This is true in both our grantmaking and vendor decisions. Data tells us that some segments of business owners encounter additional barriers that challenge their start-up and sustainability, such as access to capital and networking opportunities. We want to be thoughtful about how our own spending can help address these barriers and make the region better for everyone. We will use information collected on this form as one of many considerations in our vendor decisions.

Note: Identifying information will not be shared publicly.

**Name of Business:** \_\_\_\_\_ **Date:** \_\_\_\_\_

If your business is not privately-owned, please skip to questions 3, 4 and 5.

1. How many owners does your organization have? \_\_\_\_\_

2a. If a single owner, check all the following demographic identities that apply:  
See reverse for additional supporting information about the following ownership groups.

**Race:**

- American Indian/Alaska Native
- Asian/Asian American
- Black/African American
- Hispanic or Latino
- Native Hawaiian/Other Pacific Islander
- White
- Other race \_\_\_\_\_

**Other:**

- Woman
- LGBTQ
- Refugee or Immigrant
- Person with a disability
- Veteran
- Other under-represented group \_\_\_\_\_

2b. If your organization has multiple owners, provide the percentage of ownership among the following demographic identities:

- |                                  |                                |
|----------------------------------|--------------------------------|
| ____% People of Color/Indigenous | ____% Refugees or Immigrants   |
| ____% Women                      | ____% People with disabilities |
| ____% LGBTQ                      | ____% Veteran                  |

3. As a place-based foundation, we would like to track whether our spending is benefiting our local economies. Please indicate if the majority of your organization's employees are based in MN, ND or SD. \_\_\_ Yes \_\_\_ No

4. Other information (check all that apply):

- Small business (fewer than 25 employees)
- Social impact business (Public Benefit Corporation, B-corp, or L3C designation)
- Worker/Employee-owned cooperative or similar structure

5. What would you like us to know about diversity, equity and inclusion in your workplace and/or how your work aligns with the purpose of the Bush Foundation (see above Purpose Statement)?

Check if you prefer not to provide answers to the above five questions.

Return this completed form to the Bush Foundation.

Mail: Bush Foundation, 101 5th Street East, Ste 2400, St. Paul, MN 55101 Email: [klinder@bushfoundation.org](mailto:klinder@bushfoundation.org) Fax: 651-297-6485

# Vendor Demographic Form



The Bush Foundation is about place — a region of three states and 23 Native nations. This region’s future will be defined by how well every person in it does — at home, in school, at work and in the community. This region’s future, therefore, depends on institutions and systems that work well for all people.

Following is some of the available data about business ownership for some groups in our region; we welcome your inputs and comments:

Women	While women make up 50% of the population, in the Twin Cities they own 21% of the businesses and 13% of the businesses with sales of \$1 million or more.
People of Color and Indigenous (POCI) People	People of color and indigenous people make up 22% of the metro population but own 7% of the businesses with employees. National research shows that minority-owned businesses have a smaller share of revenue and employment than their share of businesses. For example, Hispanic-owned firms represent 12% of all business but 4% of all sales and employment
Lesbian, Gay, Bisexual, Transgender and Queer (LGBTQ) People	There is no reliable public information available on business ownership rates for the LGBTQ community. We do know that in ND and SD there are no explicit prohibitions for discrimination based on sexual orientation in state law. 2018 national survey data from the HRC Foundation (associated with an advocacy organization) indicates that about half of LGBTQ workers are closeted at work – a rate largely unchanged over the past decade.
Immigrants / Refugees	Immigrants and refugees represent 11% of our metro population and own 7% of businesses. Nationally, workers born outside the US make 83% of what US-born workers make.
People with disabilities	Unemployment rate for people with disabilities is 7.3% vs. 3.4% for people without a disability and for those who are employed, median average earnings are \$21,965 compared to \$40,658 for workers without a disability.
Veterans	Veterans make up 6% of our metro adult population and own 8% of businesses. Veterans may face a number of obstacles to employment as a result of their service in combat requiring an understanding and supportive employer, including PTSD and physical disabilities.

Learn more about the Bush Foundation Equity Statement <http://bfdn.org/equity>