

EMILY's List Diversity Equity and Inclusion Request for Proposal

Statement of Purpose

EMILY's List is seeking to partner with a consultant to assist in revamping its work around Diversity, Equity, and Inclusion. This work will focus on: Vision, strategy, and policy development; Creating a community culture reflective of diversity, equity and inclusion; Programming; and recruiting, hiring, and staff assessment and development.

Background Information

EMILY's List, the nation's largest resource for women in politics, has raised over \$600 million to elect pro-choice Democratic women candidates. With a grassroots community of over five million members, EMILY's List helps Democratic women win competitive campaigns – across the country and up and down the ballot – by recruiting and training candidates, supporting strong campaigns, researching the issues that impact women and families, and turning out women voters to the polls. Since our founding in 1985, we have helped elect 150 women to the House, 26 to the Senate, 16 governors, and nearly 1,100 women to state and local office. Nearly 40 percent of the candidates EMILY's List has helped elect to Congress have been women of color. During the historic 2017-2018 cycle, EMILY's List raised a record-breaking \$110 million dollars and launched a record independent expenditure campaign. We helped elect 34 new women to the House, including 24 red-to-blue victories; enough seats to have delivered the U.S. House majority alone. Since the 2016 election, more than 40,000 women have reached out to EMILY's List about running for office laying the groundwork for the next decade of candidates for local, state and national offices.

Currently, EMILY's List has just under 100 full-time employees with many other consultants engaged regularly.

Our [Diversity and Inclusion Mission Statement](#) can be found here.

We still have far to go not just within government, but also within the progressive space and the women's movement, to build a community where diverse perspectives are put to work creating a more progressive America. At EMILY's List, we want to be a leader in that work.

Key Outcomes

The aim of this initiative is to bring a DEI lens to EMILY's List's current policies and activities to assess the "current state" of those activities. This approach will result in a better understanding of the approach needed to create lasting and impactful change.

Consulting partners will be expected to work in conjunction with senior leaders at EMILY's List to evaluate the current state of the organization and provide a summary report of the findings in each strategic area below. In conjunction with senior organizational leaders, develop a set of recommended actions and measures of success associated with the following specific outcomes:

Vision, Strategy, and Policy

1. Creating a shared understanding of the EMILY's List vision for embracing and embodying DEI in all aspects of the organization and its mission
2. Developing a common understanding of the EMILY's List perspective on and expectation for DEI at work in behaviors, including a shared lexicon
3. Increasing accountability, including clear goals and metrics, for DEI across the organization

Creating a community culture reflective of diversity, equity and inclusion

1. Building a common understanding within the EMILY's List community about how we value DEI and how it is centered in all of our work
2. Creating an office and organizational culture that is accessible and accepting to all

Programming

1. Ensuring all programs are culturally responsive and explicit in DEI efforts.
2. Ensuring across all levels of organizational hierarchy, there is distribution of ownership and accountability measures for process and program areas for driving change and accountability.
3. Updating the story of EMILY's List for both internal and external audiences to integrate the voices of diverse communities.

Recruiting, Hiring, and Staff Assessment and Development

1. Designing hiring criteria and processes that reflect DEI
2. Understanding how bias, privilege and microaggressions impact recruiting and retention
3. Increasing the number of leaders from diverse backgrounds as well as at all levels of the organization
4. Creating a shared understanding of the interconnection between DEI and performance expectations among leaders and staff
5. Understanding of the value of training by leaders and staff

6. Committing at the leadership level to continuous learning and self-awareness about their perspectives, assumptions, and ways to create deeper connections across dimensions of difference
7. Creating an improved climate for staff and leaders

Summary of Deliverables

1. Report on findings from “current state assessment”
2. Recommended actions/approaches and measures of success in the following areas:
 - Vision, Strategy, and Policy
 - Community Culture
 - Programming
 - Recruiting, Hiring, and Staff Assessment and Development
3. Guidance on implementation of recommended actions/approaches
4. Timeline for completion of all products

Contract Details

Period of Performance –initial contract length to begin as soon as possible but no later than June 1, 2019.

Options for renewal to be agreed upon.

How to Submit a Proposal

Please submit the following no later than Monday, April 15, 2019, to Denelle Robinson, EMILY’s List, Chief Administrative Officer, at drobinson@emilyslist.org.

1. Overall philosophy around and approach to this work.
2. A technical approach, which describes how you will carry out the tasks outlined above.
3. A summary of your recent and relevant projects.
4. A firm estimate of the fees to be charged and an estimate of expenses that would be incurred.
5. Resumes of all consultants who would be involved in the project.
6. Names, phone numbers, and email addresses of individuals at three similar organizations, committees or campaigns who have been your clients during the last eighteen months and whom we can contact as references.

We will hold interviews with finalists during the week of April 22. If you have questions, please email them to drobinson@emilyslist.org.