



Leadership Ontario

Request for Proposal

Leadership Curriculum Contractor

Leadership Ontario seeks a Leadership Curriculum Contractor for the 11 day, 10-month program. Leadership Ontario (LO) begins in September 2024 and concludes in June 2025. Program days are held once per month, generally the first Friday of each month (with September 2024 as an exception where the program is held for 2 consecutive days). Specific program dates are listed on the [Leadership Ontario website](#). The Leadership Ontario program is designed to help professionals increase their personal leadership skills and develop a deeper understanding of their community.

The Ontario County Chamber of Commerce serves as the sub-contractor to facilitate Leadership Ontario. The program is maintained by a Program Manager who works alongside a Steering Committee that is comprised of various stakeholders throughout Ontario County. The Ontario County Chamber of Commerce will hire the Leadership Curriculum Contractor who will coordinate the educational/leadership programming of Leadership Ontario.

Leadership Ontario Mission:

To attract and develop inspired, community-focused leaders who will thrive in Ontario County today and in the future.

Leadership Ontario Vision:

To facilitate the growth and development of Ontario County's future leaders.

Position Title: Leadership Curriculum Contractor

Reports To: President & CEO, Ontario County Chamber of Commerce

Leadership Ontario Roles Defined:

- **Ontario County Chamber of Commerce:**
Oversees and administers the program.
- **Program Manager:**
Manages and coordinates the logistics of the program (i.e. set up and host committee meetings/ provide minutes; communicates with participants, committees and presenters; recruits for and markets the program; manages day-of logistics, etc.)
- **Leadership Curriculum Contractor:**
Responsible for content creation and facilitation of leadership development.
- **LO Steering Committee:**
Various stakeholders throughout the community who assist with program promotion through their businesses and personal networks.

- **Executive Committee:** Assist with the continuity of the program.
- **Working Groups:**
 - **Program Day Working Groups:** Assist the Program Manager and Curriculum Contractor with their specific program day.
 - **Marketing and Sponsorship Working Group:** Assist in the marketing and promotion of the program and sponsorship(s).
 - **Alumni Engagement Working Group:** Identify and plan ways to connect and engage with LO alumni.

Position Summary:

Leadership Ontario is committed to building and attracting community leaders from diverse backgrounds who are dedicated to staying actively involved in the Ontario County community. It is the goal of the Leadership Ontario program to provide opportunities for participants to explore and help address critical issues facing our county through increased personal growth. The Leadership Curriculum Contractor will be responsible for content creation and facilitation of educational/leadership development for the program participants (up to 20 participants per cohort). Each program day will be concentrated on a particular leadership component with a focus around a specific aspect of Ontario County such as education, tourism and agriculture thereby creating and strengthening a connection to community. These community-focused aspects are designed and administered by the Program Day Working Groups and the Program Manager, however, coordination between the community focus and leadership development should have cohesion, hence the coordinated effort and communication between the Curriculum Contractor and Program Manager.

The Leadership Curriculum Contractor will be responsible for the enhancement of both leadership and interpersonal skills of each participant through an increased awareness of one’s own leadership style. A leadership assessment for each program participant must be administered by the Curriculum Contractor. This assessment can be contracted out to a third party if needed. The following components of leadership are *example* of leadership components to be integrated within the program days (not in any particular order):

1. Personal leadership assessment (i.e. DISC, Myers-Briggs, etc.)
2. Emotional Intelligence
3. Identity, Bias and Values
4. Addressing Conflict / Accountability
5. Cross Generational Communication
6. Advocacy and Community Leadership
7. Teamwork and Team Dynamics
8. Agenda Setting & Strategic Change

The Leadership Curriculum Contractor must facilitate leadership development at each program day. Specific short-term or long-term assignments or learning-related materials must be shared with the Program Manager in advance for distribution to the participants. It is imperative that the Contractor review any survey feedback from past sessions and adjust the upcoming program days

as needed. Monthly meetings between the Program Manager and the Curriculum Contractor are required to ensure program alignment and integration between the program days (no overlap). It is also relevant for the Contractor to operate as a resource for the program participants with questions related to program content and learning.

Qualifications:

The qualifications of the Curriculum Contractor are that of a collaborative team player; must be a Certified Leadership Coach; cultural humility and ability to work with diverse stakeholders; possess strong interpersonal skills and the ability to build trust and maintain relationships; an interest in the mission and vision of the Leadership Ontario Program and have a commitment to Diversity, Equity, Inclusion, and Belonging practices.

Outcomes:

Outcomes will be drafted based on the final curriculum and designed by the Steering Committee and Curriculum Contractor. Examples below:

1. LO will measure participant satisfaction of each program day through an anonymous survey tool
2. Participants will understand overall leadership competencies and explore their own leadership competencies as measured by pre and post surveys
3. Participants will experience increased interpersonal and intrapersonal assets related to workplace management as measured by a self-assessment tool
4. Participants will have a greater understanding of Ontario County and its assets and measure civic engagement through 6 month and 1 year survey post LO graduation

Contract Term: Contract term is for one (1) year beginning in July 2024.

Travel: Local travel required for program days and events

Classification: Contract Position

Requirements:

Those meeting the minimum qualification requirements may submit a proposal to include:

1. Cover Letter: Please include a letter of interest and contact information. Please indicate any special or related skills or experience in organizational development and coaching, executive management, conflict resolution, one-on-one coaching, and working with various stakeholders.
2. Professional Credentials: Please describe or list in your cover letter your professional credentials and experiences related to this RFP. In addition, please include resume/CV.
3. Program Approach and Design: Please include a brief description of how you would help the Leadership Ontario program achieve identified objectives and provide a draft outline of leadership development approaches/activities. Creative and unconventional approaches are welcome.

4. Budget / Cost Proposal: Please include the cost of proposal reflecting the services you are proposing. Please include the cost of the assessment tool separately.
5. Client List / Testimonials or References: Provide at least one recent client and/or testimonials & references related to this work.

Please submit your proposal by June 15th, 2024 to the Ontario County Chamber of Commerce President & CEO, Tracey Dello Stritto, Tracey@ONChamber.com

Leadership Ontario is a program administered by The Partnership for Ontario County. The Partnership for Ontario County, incorporated in 1998, as an independent non-profit organization, located in Canandaigua, NY. The Board of Directors and the Partnership team create, support and administer alliances to cultivate positive social change.