



Request for Qualifications for Individual or Firm to Serve as

## **Manager, St. Louis Equity in Entrepreneurship Collective**

The St. Louis Equity in Entrepreneurship Collective (“Collective”) seeks a committed, collaborative individual to manage the Collective and to ensure continued momentum and a sustained impact beyond the initial program period.

### Background

The St. Louis Equity in Entrepreneurship Collective is a regional Collective of 150 individuals across 75 organizations committed to increasing race and gender equity in St. Louis’ early-stage, tech-based entrepreneurship ecosystem. Powered by BioSTL through a two-year Kauffman Inclusion Challenge award, the Collective is building tools, processes, and policies to equip individuals/organizations who fund, build, mentor, launch, and staff tech-based businesses to create an ecosystem that levels the barriers to entrepreneurship for founders of all backgrounds. The Collective is the only regional-level collective effort in the country focused on bringing a lens of equity to tech-based entrepreneurship and can serve as a national model.

In November 2017, the Collective launched with St. Louis’ first-ever regional summit focused on understanding the disparities in entrepreneurial opportunities and outcomes, sourcing guidance and solutions from the 100 attendees. In early 2018, 42 people participated in four Action Teams to finalize pilot solutions related to: access to resources, aligning founder education, diversifying networks, and ecosystem navigation. From those meetings, eight pilot solutions have been identified, with five currently being developed by 19 individuals: 1) delivery of individual equity training; 2) regional data sharing and founder/company census development; 3) building of best-practice organizational toolkits for diversity, inclusion and equity; 4) development of best-practice way finding recommendations; 5) and convening of investor-focused activities. The Collective has secured nationally recognized consultants to support the training activities and to complete an evaluation of the Collective’s process and work, including the development of a toolkit for replicating these efforts in other regions across the country.

### Desired Characteristics

- Strong commitment to and passion for systems-level change; diversity, equity, and inclusion (DEI); and regional collaboration & collective impact
- Networks and relationships across entrepreneur support, community, corporate, and philanthropic partners engaged/interested in entrepreneurship
- Commitment to building an equitable innovation & entrepreneurship ecosystem
- Ability to speak the multiple languages of DEI, entrepreneur support organizations, company founders, equity investors, board members, and community champions and bridge between these partners
- Trusted partner of Collective stakeholders including, but not limited to, communities of color, entrepreneur support organizations, civic leadership groups, and investors.
- Collaborative, outgoing community builder
- Highest level of personal and professional integrity
- 4+ years of experience in the following areas:
  - designing, organizing, and executing collective impact initiatives
  - developing and executing projects through structured frameworks and project plans
  - managing multiple workstreams across multiple parties
  - building intentional, regional collaboration and cooperative entities
  - sustainability planning for collective impact initiatives and nonprofit organizations
  - engaging diverse populations

- applying a racial and gender equity lens to systems-level change initiatives

### Scope of Work

- Serve as the Collective's primary point of contact with regional partners and stakeholders
- Project manage 6-8 pilot solutions and general backbone tasks (e.g., project planning/tracking, expense tracking, scheduling, documentation/reporting, alignment across work groups, communications, etc.)
- Manage relationships with 70+ organizations/150+ people who engaged with/have expressed interest in the Collective (e.g., track who has been engaged & when & what level, gauge the timeliness & appropriateness of approaching with an ask, document & determine appropriate times for recognition, etc.)
- Serve as the primary contact for an existing third-party evaluator and document the process and learnings of the Collective
- Facilitate a process for ensuring continuity of the intuitive and developing a robust plan and structure for sustainability of the Collective beyond the initial two-year initiative
- Identify and engage possible funding sources to scale the Collective
- Collaborate closely with another contractor who is organizing the activities around 4 of the Collective's pilot solution working groups
- Coordinate closely with a Collective partner who is leading work around regional data collection and census
- Infuse the equity lens into the process and evaluation of the Collective as well as the focus of pilot solutions
- Promote continuous communication across the Collective through an asset-based lens and clarity that recognizes good work of others and makes a clear case for the work of the Collective
- Anticipate the needs and concerns of partners, target audiences, and other stakeholders and proactively design strategies to address
- Be timely and responsive to suggested activities, resources, partners, etc. for the Collective
- Scan regional landscape for related activities (e.g., other regional DEI efforts, as well as other efforts to support women and entrepreneurs of color) and serve as a trusted partner to align the Collective's work across shared goals
- Plan and facilitate regular meetings of Ecosystem participants, including an end of the year summit to close out the pilot phase of the Collective work, and launch future structure
- Support the organization and execution of proposed investor-focused symposium event
- Identify thought leadership opportunities (e.g., conferences, blog/LinkedIn posts, PR opportunities, etc.) and pitch the learnings of the Collective and integrate the Collective further into a national community of practice related to DEI in innovation & entrepreneurship

### Structure

The engagement will be structured as an initial 6-month, fixed-fee contract with BioSTL, which serves as the backbone organization and fiscal agent for the Collective and conceptualized the proposal to the Kauffman Foundation on behalf of initial partners in the Collective. Candidate is expected to commit sufficient professional time, attention, effort, and energy necessary to successfully fulfill the scope of work. Please outline projected commitment of time, along with projected compensation rate, within the required letter of interest. Candidate could subcontract with additional third-parties to carry out the scope of work.

### Application Process

Please send a detailed letter of interest and résumé with "STL Equity in Entrep Manager" in the subject line to [bjohnson@biostl.org](mailto:bjohnson@biostl.org) with Cc: to [nself@biostl.org](mailto:nself@biostl.org). Submissions must be received by 5:00pm CST on Wednesday, June 20, 2018. Confidential inquiries can be submitted to Ben Johnson, Vice President Programs, BioSTL, at 314-880-8872 or [bjohnson@biostl.org](mailto:bjohnson@biostl.org). We are committed to seeking individuals of diverse backgrounds and experiences who will bring diverse perspectives to this work. As the work of the Collective is on-going and dynamic, this RFQ may be subject to revision. Interviews will be held until a top candidate is identified.