

Executive Search Services for Hotel Metropolitan Executive Director

Questions and Answers Addendum

Has the Hotel Metropolitan or the Upper Town Heritage Foundation previously engaged a retained executive search firm? **No.**

If so, for the ED position? Or others? And also, could you share any insights into what worked well and areas where improvements might be welcomed? **N/A**

Is Ms. Dodson still there and/or when did she depart? **Ms. Dobson is still part of the museum and will continue to be in the future. She will work with the Executive Director on the goals of the organization. Do you anticipate any internal candidates? The Hotel Metropolitan does not have any paid employees at this time. No, there will not be any internal candidates.**

When was the last time the Executive Director salary range was benchmarked. Are there any established compensation parameters we should be aware of? **This is the first time the Hotel has hired an Executive Director. The compensation parameters are defined by the grant from the Mellon Foundation.**

What is the anticipated budget for the executive search process, including professional fees and any related expenses? **This is a competitive bidding process. Please present your cost for the process.**

How will the City Board of Commissioners and the Hotel Metropolitan Board of Directors work together (or separately) in this process? **The City and the Hotel Board are governed by a Co-Stewardship Agreement that outlines each organization's responsibilities. The City is assisting the Hotel with the selection process, but the Hotel will have the final decision regarding the selection of the Executive Director.**

The RFP uses the phrase "*As we enter a new phase of strategic growth and innovation.....*" Please share more about what that means for Hotel Metropolitan and the next Executive Director. **The Hotel has historically been run by volunteers, primarily Ms. Betty Dobson. The goal is to take the Hotel to the next level with board development and training, completion of capital improvements, hiring of a Curator and part time Administrative Assistant to work with the Executive Director, and expand the offering of services and exhibits.**

What are the primary sources of funding for the Hotel Metropolitan (congrats on the \$1.34 from the Mellon Foundation!), and are there specific fundraising goals the new Executive Director will need to prioritize? **Yes, fundraising will be a key part of the Executive Director's role. The Mellon Grant is for three years. The Executive Director and Board will be responsible for developing a fundraising plan and business plan to ensure the sustainability of the organization.**

The RFP references a planned phase of strategic growth and innovation: are you able to share anything more about your growth plans and their intended impact on organizational budget and staffing?

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Have you formed a search committee and, if so, who will be included?

We are in the process of finalizing the committee. It will include representatives from the City and the Hotel. The final decision for the Executive Director will be made by the Uppertown Heritage Foundation Board.

What is your ideal timeline for extending an offer?

We want to complete this process as thoroughly and efficiently as possible. Our goal would be to have the position hired in July.

Will the City of Paducah and the Uppertown Heritage Foundation be selecting a single executive search firm, or are they open to awarding multiple vendors for this engagement? There will only be one search firm hired for this position.

Can you clarify the roles of the City of Paducah and the Uppertown Heritage Foundation in the decision-making process and ongoing oversight of the search? The City is assisting the Uppertown Heritage Foundation with the search process. However, the final decision for the Executive Director will be made by the UHF Board of Directors.

Is there a predetermined budget range or ceiling for this project that responding firms should be aware of when crafting their proposals? This is a competitive bidding process. Please just provide your cost for this search.

What is the anticipated timeline for launching the search, conducting interviews, and onboarding the new Executive Director? We will begin this process immediately upon selecting a search firm. Our goal is to have this process completed by the end of July.

What is the timeline for selecting a vendor? The vendor will be selected as soon as possible after the submission deadline.