

# **Request for Proposal (RFP): Executive Search Services for Hotel Metropolitan Executive Director**

## **Issued by:**

City of Paducah  
300 South 5<sup>th</sup> Street  
Paducah, KY 42003

## **Contact Person:**

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<https://paducahky.gov>

**Issue Date:** April 25, 2025

**Proposal Due Date:** May 9, 2025

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## **1. Introduction**

The City of Paducah, in partnership with the Uppertown Heritage Foundation, is seeking proposals from qualified executive search firms to assist in the recruitment and selection of a highly qualified and dynamic Executive Director to lead the Hotel Metropolitan in Paducah, KY. The selected firm will demonstrate a strong record of successful placements in the nonprofit and cultural sectors, particularly with museum leadership.

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## **2. Background**

The Hotel Metropolitan is a restored segregation era hotel that now serves as a museum and cultural space. A place of safety and refuge during racial segregation noted artists, athletes, entrepreneurs, and intellectuals such as Louis Armstrong, Duke Ellington, B.B. King, Ella Fitzgerald, Thurgood Marshall, the Harlem Globetrotters, and Negro Baseball League teams stayed there. In 2002, the National Park Service listed the property in the National Register of Historic Places, and it remains a repository of history that illustrates African Americans' struggles, accomplishments, and fortitude. Listed in the Negro Motorist Green Book by Victor Hugo Green, and a part of the famed Chitlin' Circuit, the Hotel Metropolitan exists as a cultural monument to Women's history, entrepreneurship, arts and culture, and a once thriving middle-class Black community.

As we enter a new phase of strategic growth and innovation, the Executive Director will be a visionary leader who ensures operational excellence while advancing the museum's mission and values.

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### 3. Scope of Work

The selected executive search firm will be responsible for providing services that include, but are not limited to:

- Working with the Board of Directors and search committee to define position requirements and develop a compelling candidate profile.
- Developing a recruitment strategy that ensures a diverse and qualified candidate pool.
- Identifying, contacting, and screening prospective candidates.
- Presenting a slate of recommended candidates with detailed evaluations.
- Coordinating interview logistics and communications between candidates and the search committee.
- Assisting with reference checks and final negotiations as needed.
- Providing regular updates and consultation throughout the search process.

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### 4. Proposal Requirements

Interested firms should submit a proposal that includes:

1. **Company Overview:** Background, size, location(s), and areas of expertise.
2. **Relevant Experience:** Descriptions of similar executive-level searches, especially within museums, cultural institutions, or nonprofit organizations.
3. **Search Methodology:** Approach to sourcing, screening, and evaluating candidates.
4. **Team Members:** Bios and roles of staff who would be assigned to the search.
5. **Diversity and Inclusion:** Strategies used to ensure an inclusive search process.
6. **Timeline:** Proposed project schedule with milestones.
7. **Fee Structure:** Detailed explanation of fees and payment terms.
8. **References:** Contact information for at least three recent clients for whom similar searches have been conducted.

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### 5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience with executive searches in the cultural/nonprofit sector
- Understanding of the museum's mission and leadership needs
- Quality and clarity of the proposed approach
- Commitment to diversity, equity, and inclusion
- Qualifications and experience of assigned team
- Cost-effectiveness and transparency of fee structure

- Client references and satisfaction

The best evaluated bid will be recommended for award to the Board of Commissioners. Once approved, a contractual agreement will be executed with the selected firm. However, the City reserves the right to reject any and all bids.

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## 6. Submission Instructions

Proposals must be submitted electronically (PDF format) to:

**Stefanie Wilcox, Director, Human Resources**

**Email:** [swilcox@paducahky.gov](mailto:swilcox@paducahky.gov)

**Subject Line:** RFP – Executive Search Services

Deadline for submission is **May 9, 2025 by 4:30 pm CST**. Late submissions will not be considered.

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## 7. Timeline (Tentative)

- RFP Issue Date: April 25, 2025
  - Deadline for Questions: May 2, 2025
  - Proposal Submission Deadline: May 9, 2025
  - Interviews with Finalists: May 15<sup>th</sup> – 28<sup>th</sup>, 2025
  - Firm Selection & Notification: May 30, 2025
  - Search Process Begins: June 2, 2025
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## 8. Questions

All questions regarding this RFP must be submitted via email to Hope Reasons at [hreasons@paducahky.gov](mailto:hreasons@paducahky.gov) by May 2, 2025. Answers will be shared with all prospective firms.

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We look forward to receiving your proposal and appreciate your interest in helping us find our next Executive Director.