



March 10, 2023

The Sunrise Recreation and Park District is looking for an executive recruitment search firm to assist the District in hiring for the position of District Administrator. The position of District Administrator is the senior staff member of our District and reports directly to the Advisory Board of Directors. The current District Administrator, after 11 years of stellar service to this District and the community we serve, has announced his retirement to be effective on, June 6, 2023. There is an urgency to begin the outreach process as soon as a firm is retained.

The District is seeking proposals for a full-service recruitment, including recruitment brochure, candidate screening, coordination of interviews, and outreach and advertising. The District prefers to have first-round interviews conducted in May, 2023.

Proposals are to include:

1. Your firm's qualifications to conduct our executive search;
2. Listing of comparable searches for which your team has recently conducted successful recruitments in the field of Parks and Recreation;
3. A cost proposal

I would like to invite you to submit a proposal. Please submit your firm's proposal to Dave Mitchell at dmitchell@sunriseparks.com by the deadline for submittal, which is 5:00PM on Wednesday, March 22, 2023.

Please also direct any questions related to this Request for Proposals to Dave Mitchell.

As the Chair of the Board for the Sunrise Recreation and Park District, I want to thank you for your time and look forward to hearing from you through your proposal submittals.

David Huber
Chair of the Board of Directors