



## Contracted Executive Director Services

# Request for Proposals (RFP)

**Contracted Executive Director Services**  
**Charles Street Area Corporation (CSAC)**

**Release Date: December 28, 2025**

**Proposals Due: January 20, 2026**

**Contract Start Date: Negotiable**

### 1. Introduction to CSAC

Charles Street Valley, located in southern Perry South, Pittsburgh, spans 42 acres and is home to about 216 households, several businesses, and abundant green space. As a community-based nonprofit, Charles Street Area Corporation (CSAC) is dedicated to fostering a safe, affordable, and inclusive neighborhood for all.

CSAC empowers the Charles Street Valley through resident-driven programs, housing, and community development.

Our three core pillars of work are:

- 1. Resident-Led Planning:** Organizing and engaging neighbors to shape local development.
- 2. Affordable Housing:** Homebuyer readiness and new for-sale homes at 80% AMI or below.
- 3. Land Conservation & Stewardship:** Community gardens, trails, and beautification of public spaces.

CSAC is a small but mighty team that includes one contracted full-time director and a Board of Directors. The full board meets once a month with the contracted Director, as well as on an ad-hoc basis when needed to support programming and administration. We also contract with several professional partners to support our work, including but not limited to a bookkeeping firm, part-time community engagement practitioners, occasional interns, and a variety of partners involved in executing our housing development and community beautification work.

We are a fully remote organization with no office space. All contractors provide services remotely, or on-site in the community when relevant for community engagement, clean-ups, greenway stewardship activities, and other place-based programming.

While this opportunity is contracted, the Board is open to transitioning the contracted director into a full-time position and seeks to address this through a strategic planning process.

Learn more about CSAC's history, mission, and work on our website: <https://csacpa.org/>

### 2. Scope of Work

The Charles Street Area Corporation (CSAC) is seeking a qualified consultant to provide contracted Executive Director services to advance three priority initiatives for the organization:

- **N Charles St Affordable Homeownership Phase 1 Project Management**

- **Community Beautification:** Greenway stewardship, community clean-ups, and community engagement related to public space activation and improvement
- **Strategic Plan Development:** Design and Facilitation with community and board involvement

The consultant will also identify funding sources, craft proposals for funding to support the organization's key projects and operations, and serve as the liaison to CSAC's contracted bookkeeping firm, who prepares monthly financial reports for Board review,

## **A. Affordable Homeownership Development – Project Management**

The consultant will coordinate all aspects of CSAC's affordable homeownership development effort, including:

- Serving as the primary point of contact between CSAC, development partners, funders, and public agencies.
- Developing and maintaining a project work plan with milestones, responsible parties, and deadlines.
- Preparing materials for Board review, documenting decisions, and tracking follow-up actions.
- Facilitate timely grant/funding documentation, reporting, and regulatory compliance (in coordination with partners and the bookkeeping contractor).
- Preparing concise monthly status updates for the Board.

## **B. Community Beautification – Project Management**

The consultant will advance CSAC's community greenway and other beautification initiatives by:

- Coordinating partners, volunteers and other collaborators to support beautification activities.
- Creating and maintaining a project timeline and seasonal work plan for planting, maintenance, and public space improvements.
- Organizing and documenting community engagement activities and capturing resident input related to beautification priorities.
- Preparing project updates and materials for the Board.
- Grant reporting

## **C. CSAC Strategic Planning**

The consultant will design and facilitate a strategic planning process that results in a clear organizational direction for the next 3–5 years. Tasks include:

- Designing a planning process grounded in board leadership and community input.
- Facilitating planning sessions with the Board and targeted stakeholders.
- Clarifying mission, vision, priorities, and organizational capacity needs.
- Delivering a written strategic plan with priorities, high-level implementation steps, and future staffing recommendations.

## **D. Finance and Fundraising Administration**

The consultant will oversee the organization's finances and serve as a liaison between the Board and CSAC's contracted bookkeeping firm:

- Coordinating preparation of monthly financial reports for Board review.
- Assisting with the development and monitoring of an annual budget.
- Maintaining organized administrative and compliance documentation for grant reimbursement and audits.
- Identifying prospects for funding proposals and draft proposals

## **E. Board Coordination**

- Preparing agendas, meeting materials, in close partnership with the Board, for monthly board meetings
- Offering oversight of interns or short-term contractors, only as needed and as available.
- Representing CSAC at selected meetings, events, or stakeholder convenings

## 3. Deliverables

The consultant will be responsible for the following key deliverables:

### Project Deliverables

- Affordable Homeownership Project: Responsible for overall direction of the North Charles Street Affordable Home Ownership project, which is already underway. Work includes coordinating project managers, contractors, and partners to meet deliverables in accordance with the project timeline and budget.
- Community Beautification: Work plan that includes 2-3 community events for engaging neighbors in our work; documentation of engagement; monthly updates.
- Strategic Planning: Process design; facilitation of sessions; final written strategic plan.

### Finance & Administration Deliverables

- Monthly or quarterly financial reports (produced with the bookkeeper).
- Draft annual budget.
- Organize documentation for compliance, reporting, and reimbursement.
- Monthly reports on fundraising prospects, with clear calls to action where board support is needed

## 4. Contract Term, Compensation, & Reporting

- **Term:** Negotiable.
- **Status:** Independent contractor.
- **Reporting:** Consultant reports to the CSAC Board of Directors
- **Compensation:** The board has budgeted \$70,000 annually for this position. The consultant will be paid in monthly installments.
- **Healthcare stipend:** The contractor will be paid an up-front stipend of \$6,000 to cover personal healthcare costs.
- **Expenses:** The organization will reimburse the contractor for pre-approved and budgeted expenses.

## 5. Proposal Requirements

Proposals should include:

- **Cover Letter** summarizing interest, availability, and relevant experience.
- **Summary of Qualifications**, including experience in:
  - Affordable housing or capital project coordination
  - Community beautification / open space project coordination
  - Strategic planning for nonprofits
  - Financial oversight
- **References** (2-3).
  - Please include two - three professional references.

## 6. Submission Instructions

Please submit proposals by email to the CSAC Board of Directors at: [csacpghboard@gmail.com](mailto:csacpghboard@gmail.com)  
Questions may also be directed to this address.