



January 2021

REQUEST FOR PROPOSAL

Compensation Consultant

Public Justice is a public interest legal advocacy organization dedicated to pursuing high impact lawsuits to combat social and economic injustice, protect the Earth's sustainability, and challenge predatory corporate conduct and government abuses. We are seeking a compensation consultant to develop a plan to ensure that we offer competitive and fair compensation packages for all staff, in line with principles of equity and inclusion, with work to begin as soon as possible.

About Public Justice

Founded in 1982, Public Justice is a national legal organization focused on systemic change by combining impact litigation with education, outreach, and policy advocacy. We take on the worst abuses of consolidated power by industry and institutions where litigation can play a unique role in holding bad actors accountable. We have an established track record of winning critical legal precedents that enable the pursuit of justice through the civil court system, as well as empowering citizens, communities, and movements to ensure lasting legal change. With offices in Washington, D.C., and Oakland, California, Public Justice has more than 20 highly accomplished attorneys on staff as well as experts in communications and base-building for our education and public advocacy work. Fundraising successes in 2017 and 2018 led to a roughly 40% increase in staff size over a two-year period.

Our day-to-day operations are guided by a four-person Management Team, which includes the Executive Director. In addition to its dedicated staff, Public Justice also draws on the financial support and skills of a nationwide membership base of 2,700-plus attorneys and advocates to enhance our capacity for social justice litigation and enduring change. We are supported by the Public Justice Foundation's 23-person Executive Committee and a 50-person Board of Directors drawn from within the organization's nationwide membership.

Background

Over the course of its history, Public Justice has worked with a variety of outside consultants to identify candidates for key positions, build consensus around our mission statement and strategic plans, and to help manage organizational change. About half of our nearly 50-person staff are lawyers, and the other half is comprised of a mix of communications, development, operations, and administrative professionals. Some of our employees work remotely some or all of the time (and during the pandemic, we are 100% remote). Most of our employees are classified as exempt. This engagement would be the first time the organization hires an outside expert to give advice on compensation packages.

In January 2020, Public Justice held an all-staff retreat where we discussed various challenges and opportunities facing the organization in light of its rapid growth in staff size. One theme that emerged from that retreat was the need to better incorporate diversity, equity, and inclusion (DEI) values in our organization's policies and practices, including in our salary and benefits packages. Although work to review and revamp our compensation practices was delayed due to the pandemic, we view this issue to be of great importance as we continue to grow our staff and broaden the reach of our advocacy work. We now seek an

experienced consultant to engage in a thorough review of the salaries and benefits offered (including leave benefits) to all staff, to gather appropriate benchmarking data, and to make recommendations for changes to our compensation structure that would incorporate DEI values.

Desired Outcomes

- Engaging in a comprehensive review of our salary and benefits policies, including interviews of key stakeholders as needed.
- Conducting a market survey of comparable institutions in the public interest sector to establish reasonable and appropriate benchmarking data.
- Creating written recommendations for changes to our compensation and benefits package that ensures that we offer competitive and fair compensation packages for all staff and integrates DEI values.
- Supporting the Management Team and Executive Director in evaluating and implementing any recommendations for change.

Budget & Timeline

The budget for this project is approximately \$20,000, inclusive of fees and reasonable costs. We anticipate the term of the contract is expected to last six months.

Response Requested

Please submit a proposal that includes the following information:

- A summary of how you would approach the scope of work, including: a timeline, stakeholder involvement, and how you would measure success. Please include a description of how the work will be approached if the process cannot be conducted in person due to the pandemic.
- The name(s) and bio(s) of team member(s), how responsibilities would be shared, and who would be our primary consultant.
- The skills and resources you or your firm would bring to this engagement.
- Three client examples and reference projects similar to our needs. Please include, if applicable, a case study or other indication of your experience with organizations with a mix of attorney and other professional staff in the public interest sector.
- Details of your proposed fee structure, including identifying additional costs and expenses.

Instructions For Submitting A Proposal

Proposals will be considered beginning on **February 1, 2021**, on a rolling basis until the position is filled. Please email your proposal or direct your questions to Vicky Ni, Director of Finance & Administration, at vni@publicjustice.net. When submitting a proposal, please include the subject line “Compensation Consultant Proposal.”

Public Justice is an equal opportunity employer and values a diverse workplace. We also promote diversity, equity, and inclusion in our organizational structures and policies, leadership, membership, and relationships with coalition partners and donors. We strongly encourage proposals from people with disabilities; people of color, including bilingual and bicultural individuals; LGBTQ individuals; people of all genders; veterans; and people of all ages. Public Justice is committed to providing reasonable accommodations to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please email vni@publicjustice.net. If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.