



THE UNITED STATES CONFERENCE OF MAYORS

REQUEST FOR INFORMATION (RFI)

Executive Search Firm — CEO and Executive Director

Issue Date: June 29, 2026 **Response Due Date:** July 17, 2026

Purpose

The United States Conference of Mayors ("the Conference") is issuing this Request for Information (RFI) to identify qualified executive search firms with the experience and capacity to support the recruitment and selection of the Conference's next CEO and Executive Director. This RFI is for informational and market research purposes only and does not constitute a solicitation for proposals or a commitment to issue a formal RFP.

Background

The Conference is the official nonpartisan organization of cities with populations of 30,000 or more. There are over 1,400 such cities in the country today, each represented by its chief elected official, the mayor. Since 1987, Mr. Tom Cochran has led the Conference as CEO and Executive Director. Following 56 years of distinguished service, Mr. Cochran announced in June 2025 that he will step down from his role at the end of June 2028. The USCM Trustees intend to introduce his successor at the June 2028 Annual Meeting.

Information Requested

Respondents are invited to provide information addressing the following:

- Organizational Overview** — Briefly describe your firm, including size, structure, and relevant areas of expertise.
- Relevant Experience** — Describe your firm's experience conducting executive searches for nonprofit associations, membership organizations, or similar mission-driven organizations with both public and private sector constituencies, particularly at the CEO or Executive Director level. Include any relevant experience with clients navigating similar legacy transitions, including the firm's approach to addressing matters of organizational psychology and change management. Please provide representative examples.
- Organizational Assessment Capabilities** – Describe your firm's experience and approach to organizational assessment. Include how your firm develops a thorough understanding of the organization's operations, assesses needs, and communicates those findings to both the governing board and potential candidates.

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4. **Search Methodology** — Describe your general approach to executive search, including candidate sourcing, stakeholder engagement, diversity and inclusion practices, and timeline management. Please include timeline recommendation based on board’s desire to introduce the successor at the June 2028 Annual Meeting. Please delineate process of understanding the role and organization and process of identifying candidates.
5. **Stakeholder Engagement** — Describe how your firm manages search processes involving multiple constituencies, including boards, senior leadership, and external stakeholders, while ensuring primary decision-making authority remains with the governing body.
6. **Diversity, Equity & Inclusion** — Describe your firm's commitment to and track record of delivering diverse candidate pools, including geographic diversity, and implementing equitable and inclusive search processes.
7. **Compensation Analysis** — Describe your firm's capacity to conduct peer compensation benchmarking and advise on total compensation package design for nonprofit executive roles.
8. **Team Composition** — Identify the key personnel who would lead this engagement and describe their relevant experience.
9. **Fee Structure** — Describe your firm’s fee structure and provide a likely range for this engagement. Please itemize the components of the fee structure and any fees or expenses that the client is expected to bear.
10. **References** — Provide contact information for two to three clients for whom your firm has conducted comparable searches within the past three years.

Submission Instructions

Responses should be no more than five (5) pages, not including references or supporting materials. Please submit responses via this [Response Form link](#) no later than noon on **Friday, July 17, 2026**.

Important Notices

This RFI is issued solely for information and planning purposes. It does not constitute a Request for Proposals, a solicitation, or a promise to issue a future solicitation. The Conference is not obligated to respond to any submission or to proceed with a formal procurement based on the information received. All costs

associated with preparing and submitting a response are the sole responsibility of the respondent.

Questions may be directed to Chief Financial Officer, Tiffany Jackson-McKinney at tjackson@usmayors.org.