

## Catalyst:Ed Provider Selection FAQs

### Joining the Catalyst:Ed Provider Network

**Q: What is Catalyst:Ed?**

A: Catalyst:Ed is a national nonprofit that catalyzes equity, innovation, and improvement by connecting leaders and teams to critical expertise, hands-on support, and resources. By joining our network, you become part of a community that leverages collective expertise to drive equity, innovation, and systemic improvement. Our work centers on building organizational capacity, enabling transformative projects, and fostering equitable outcomes for students, families, and communities.

**Q: What does the term “provider” mean?**

A: Provider is the term Catalyst:Ed uses to refer to consultants in our network, both independent consultants and consulting organizations.

**Q: What opportunities are available through the Catalyst:Ed Provider Network?**

A: As a member of our Provider Network, you gain access to diverse consulting opportunities across the education and social sectors. These include mission-critical projects from schools, nonprofits, and other community-based organizations looking to enhance their impact. Projects range from strategic planning to youth and family mobilization ([see our full list of competency areas](#)), allowing you to apply your expertise where it is most needed.

**Q: What are the benefits of joining the network?**

A: Joining the Catalyst:Ed network allows you to expand your client base, collaborate with peers, and engage in projects that align with your passion and skills. Our network also provides access to professional development resources, peer learning, and the chance to contribute to sector-wide change through collaborative initiatives. You can [read more](#) about some of the providers in our network and how they're driving capacity building across the education and social sectors.

**Q: Who should apply to join the network?**

A: We invite applications from independent consultants, consulting teams, and firms with at least five years of professional experience, including a minimum of two years in their selected sectors, such as education, place-based partnerships (PBP), or the nonprofit sector with deep expertise in areas such as communications and advocacy ([see our full list of competency areas](#)). Applicants should have a proven track record in these areas and a strong commitment to advancing equity.



**Q: Can part-time consultants join the network?**

A: Yes, part-time consultants may apply to join the network. To be eligible, part-time consultants must work for an organization that allows them to perform external contract work and have at least 20 hours of consulting capacity each month to support projects.

**Q: Is there a fee to join the network?**

A: There is no fee to apply to or join the Catalyst:Ed network. However, we charge a service fee of 5% assessed on the project cost, to providers for projects facilitated through our platform. This fee supports the ongoing development and support of the network. You can learn more about our service fees [here](#).

**Q: How does Catalyst:Ed's matching process work?**

A: Our matching process connects providers with mission-critical projects from partner organizations. We start by scoping out these projects and then the partner uses our platform to select providers in our network whose skills align with the project's needs. Providers submit proposals through our "Open Scopes" system, and those with a "Verified Competency" tag are highlighted to clients during the review. The platform ensures a smooth and transparent process, helping partner organizations find the right fit efficiently.

**Q: What types of organizations do you partner with?**

A: We partner with a diverse range of organizations, including K-12 schools, postsecondary institutions, education nonprofits, foundations, and social sector organizations. Our partners vary in size and focus but share a commitment to creating equitable outcomes and driving meaningful change.

**Q: What sectors do providers work in, and what sectors does Catalyst:Ed post projects in?**

A: Currently, providers can receive verification in up to 3 sectors: education, place-based partnerships, and nonprofit. [Learn more](#) about how we define work in these three areas.

**Q: How many project RFPs can I anticipate receiving within the next year?**

A: The number of project RFPs you receive depends on the demand for your specific competencies. While some areas see higher demand, factors such as the time of year and shifts in the sector also play a role. We strive to keep you informed about trends and opportunities within your areas of expertise.

**Navigating the application process****Q: What does the application process entail?**

A: The application process includes submitting an online application that outlines your core competencies, consulting approach, and relevant experience. You'll also be asked to provide



professional references and participate in a recorded interview. The process is designed to be transparent and personalized, allowing us to understand your unique skills and how you can contribute to our network.

**Q: When can I apply to join the network?**

A: Applications are accepted on a rolling basis, allowing you to apply whenever you're ready. Once you've submitted your application and recorded the interview, we will notify your references, who will be asked to complete a reference survey. After we receive your completed application, interview, and three professional references, our team will move forward with the review and decision-making process.

**Q: Is there a deadline for applications?**

A: No, the application process is evergreen, meaning there is no fixed deadline. You can apply whenever you're ready, and your application will be reviewed in the order it is received.

**Q: How do I know if I should apply as an individual or on behalf of a team?**

A: If you are an independent consultant or the sole proprietor of a consulting practice, you should apply as an individual. If you represent a consulting firm or a team that regularly works on projects collaboratively, you should apply on behalf of your team. The application will guide you in selecting the appropriate category.

### Engaging in a transparent application process

**Q: What documents and information are required for the application?**

A: You'll need to provide a detailed resume, complete a questionnaire about your competencies and consulting approach, and submit three professional references. Additionally, a recorded interview and a work sample for each selected competency area (up to three areas for new applicants) are required, allowing us to gain deeper insights into your experience and alignment with our values.

**Q: How does Catalyst:Ed evaluate applicants?**

A: Applicants are evaluated based on their demonstrated expertise, consulting experience, commitment to equity, and alignment with [our values](#). Our review process includes an initial application review, reference checks, and a recorded interview to ensure a comprehensive understanding of each candidate.

**Q: How long does the application review take?**

A: The review process typically takes a few weeks, depending on the volume of applications. You will receive automated notifications when your reference surveys are submitted and when your application is considered complete and moved forward for review. We strive to



keep you informed throughout the process and will notify you as soon as a decision is made regarding your application.

**Q: What happens after I submit my application?**

A: After submission, you will receive an email with a link to complete a recorded interview and your references will be contacted to fill out a reference survey on your behalf. Once your interview is recorded and all references are submitted, your application will be considered complete and move forward to the review stage. The review process typically takes 2-3 weeks, though delays can occur if your interview or references are not submitted promptly. You will be notified via email of your acceptance status once a decision is made.

**Q: When will final decisions be made?**

A: Final decisions are typically made within a few weeks after completing all application components, including reference checks and recorded interviews. We aim to keep the process efficient and transparent, ensuring you are informed as soon as a decision is reached.

**Q: Can I reapply if I am not selected?**

A: Yes, you can reapply in the future if you are not selected during this cycle. We encourage you to strengthen your application by updating your experience or competencies and applying again when you feel ready.

### Sharing your expertise & growing your impact

**Q: What types of past project experiences should be highlighted in my application?**

A: Highlight past projects demonstrating your expertise in relevant competency areas, your impact on client outcomes, and your commitment to advancing equity. Include details about the scope, challenges, and results of your work that speak to your sector experience, knowledge, and client management/relationship-building skills.

**Q: How does Catalyst:Ed assess an applicant's commitment to equity?**

A: We assess your commitment to equity through your application, references, and interview. We look for evidence of how you've addressed equity issues in your past work, your understanding of systemic inequities, and your dedication to creating inclusive environments through a short answer question.

**Q: What are the benefits of having a "Verified Competency" tag?**

A: The "Verified Competency" tag indicates that your expertise in specific areas has been rigorously vetted by Catalyst:Ed. This tag helps increase your visibility for relevant opportunities. New providers may apply for verification in up to three competency groups, though approval may be granted for all or only some of these areas.



**Q: What if I did not receive an invite to record my interview?**

A: Please check your spam/junk folder for an email from Hireflix with the subject line, "{Your Name} - Catalyst:Ed has invited you to a video interview - Next steps." If not, email [selection@catalyst-ed.org](mailto:selection@catalyst-ed.org).

**Q: It's been over a month and one of my references still has not completed the survey. Can I update my list and send it to someone else?**

A: Yes, contact [selection@catalyst-ed.org](mailto:selection@catalyst-ed.org), and we can help you send the professional references survey to a different contact.

**Becoming a part of a professional community****Q: What are the expectations for providers once they join the network?**

A: Providers are expected to actively engage with the network by keeping their profiles updated, participating in relevant projects, and contributing to the community through collaboration and knowledge sharing. A commitment to equity and continuous learning is also essential.

**Q: How can I collaborate with other providers in the network?**

A: Collaboration is encouraged through our CE Collective platform, where you can connect with other providers, form teams for joint projects, and participate in community events distinct from our project and proposal management platform. We also offer collaborative learning and knowledge-sharing opportunities through our Provider Resource Groups (PRGs).

**Q: What level of commitment is expected from providers regarding availability and participation?**

A: When joining the network, we require part-time consultants to generally have at least 20 hours of availability for projects each month. While we strongly encourage providers to actively participate in the network, we do not have a set level of availability or participation.

**Q: What values does Catalyst:Ed prioritize in its network members?**

A: We prioritize equity, collaboration, transparency, and impact. We seek providers who share these values and are committed to advancing equitable outcomes in education and the social sector, and also demonstrate strong client engagement and relationship management skills, as these are critical areas where we emphasize excellence and continuous improvement.

**Q: How does Catalyst:Ed foster a community of equity and inclusion?**

A: We actively work to create an inclusive environment within our network by prioritizing diversity in provider selection, offering professional development focused on equity, and encouraging collaboration among providers from different backgrounds and experiences.

**Q: What opportunities for professional development are available within the network?**

A: We offer a range of professional development opportunities like our peer learning program called Provider Resource Groups (PRGs). Opportunities like these are designed to help you grow your skills, stay informed about sector trends, and connect with other providers in the network.

**Getting support**

**Q: What should I do if I experience technical issues with my application?**

A: If you encounter technical issues while completing your application, please contact us at [selection@catalyst-ed.org](mailto:selection@catalyst-ed.org) for assistance. Our team is here to help you resolve any problems and ensure your application is submitted successfully.

**Q: Whom should I contact if I have additional questions about the process?**

A: For any questions about the application process or the network, please contact us at [selection@catalyst-ed.org](mailto:selection@catalyst-ed.org). We are happy to provide the information and support you need.

