

**REQUEST FOR PROPOSALS  
EXECUTIVE SEARCH CONSULTANT/FIRM  
VILLAGE OF VICKSBURG  
VILLAGE MANAGER RECRUITMENT**

March 17, 2026

**Introduction**

The Village of Vicksburg, situated in Southern Kalamazoo County, is in the process of recruiting for its next Village Manager. The new Village Manager shall possess strong leadership and communication skills, the ability to work collaboratively with the Village Council and appointed officials, and an aptitude to motivate and ensure accountability among several department heads. Departments include Public Works, Police, Zoning, Village Clerk/Treasurer, Parks & Recreation Advisory Board, and our business community. The Village of Vicksburg is approximately 3.15 square miles in area and has a population of over 4,000. The Village's 2025-2026 budget across all funds is approximately \$7.8 million.

**Proposal Requirements**

The Village Council will consider proposals from Executive Search Consultants/Firms with specific experience and success in recruiting municipal managers and administrators for similarly situated and sized municipalities. The Village Council reserves the right to make the final hiring decision. All proposals must include the following:

1. Firm name, address, telephone number, e-mail address, and primary contact person.
2. Brief history of the firm, including number of years' experience and number of employees.
3. List of recent municipal recruitments conducted with contact names for reference checks.
4. A tentative plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (such as creation of recruitment profile, candidate screening process, background check, reference check, etc.).
6. Total fee for recruitment.

Proposals are due to Jim Mallery, Village Manager, by **12:00 PM (noon) on Thursday, April 24<sup>th</sup>, 2026**. Please e-mail proposals to [jmallery@vicksburgmi.org](mailto:jmallery@vicksburgmi.org) or mail to 126 N. Kalamazoo St., Vicksburg Michigan 49097/ The Village Council will select a firm at its May 4<sup>th</sup>, 2026 public meeting, which will take place at 7:00 PM at Village of Vicksburg Municipal Building.