

Sample Executive Director Hiring Plan & Timeline

Overview of Typical ED Search Process

1. Board identifies what they want in an ED and determines hiring process.
2. Hiring Committee and its delegate (staff or consultant) places ads and conducts outreach.
3. Hiring Committee prepares for interviews.
4. Conduct initial screening of candidates based on minimum qualifications.
5. Hiring Committee selects candidates to interview, conducts interviews, selects finalists.
6. Finalists are invited back for a second round of interviews with board and staff.
7. Hiring Committee considers input from staff and board, makes a recommendation to the Board.
8. Board makes the hiring decision.

Task list and timeline (Allow 3-4 months)

Task	Who	When
Review timeline, general process for ED Search	Board	Week 1
Review Organizational Assessment and Key Challenges	Board	Week 1
Develop Executive profile/key or priority skills and abilities	Board/Executive Committee	Week 1
Finalize job description	EC	Week 2
Make recommendation re: composition of hiring committee	EC	Week 2
Approve hiring committee/process	Board	Week 3
Create ad copy	Hiring Comm. or consultant	Week 3
Develop advertising and outreach strategy and budget	HC or consultant	Week 3
Approve ad copy	EC or HC	Week 4
Review recommendation re: advertising and outreach strategy and budget.	Hiring Committee	Week 4
Place ads/conduct outreach	HC or consultant, outreach by all	Week 4-5
Develop interview questions	Hiring Committee	Week 5
Develop list of minimum qualifications for screening purposes	Hiring Committee	Week 5
Deadline for applications		Week 8-10
Receive, log and acknowledge all applications	Should not be done by staff	Week 9
Conduct initial paper and telephone screening	Member of HC or consultant	Week 10
Develop information packet to send to all finalists prior to interview	HC/staff	Week 10

Schedule interviews	Member of HC or consultant	Week 10-11
Conduct first round of interviews	HC	Week 12
Reference checking/request additional info	HC	Week 12
Determine 1-3 finalists	HC	Week 13
Second round of interviews including all board and staff	Board, Staff	Week 14
Give input to hiring committee based on second round of interviews	Board, Staff	Week 14
Consider all input and determine recommendation to board	HC	Week 14
Board considers recommendation, makes decision	Board	Week 15
Board chair offers the position to top candidate, negotiates salary	Board Chair or HC	Week 15
Send offer letter, open personnel file, celebrate!	Board Chair or HC	Week 16
New ED begins	Chair	Week 16-20
Plan for public announcement and orientation of new ED. –performance goals, evaluation	HC or EC	Week 16-18

Additional considerations

- Position should be advertised and open for at least six weeks if possible.
- Part of the preparation process will include reviewing the salary level and adjusting as appropriate.
- Set a realistic timeline that allows time to scheduling of interviews, etc.
- May wish to consider now the scope of your search (local, regional, national) and how you would handle out of town applicants.

Board Considerations

- It's not the end of the world and it's not the end of the organization!
- What type of ED does your organization need at this stage of its life?
- How similar or different from current ED?
- Review job description, identify selection criteria (key skills and qualifications)
- Develop transition plan
 - consider interim director
 - consider different methods of conducting search—cost vs. benefit
- Convene hiring committee/identify leads first