



# Nonprofit Professionals Advisory Group LLC

Boston • Moscow • New York • Washington, DC

## IMPORTANT HIRE, MISSION DRIVEN ORGANIZATION DRAFT SCHEDULE OF SEARCH PROCESS

August 17 – September 14, 2007 <b>(TWO WEEKS)</b>	Conversations with Staff and Board, Writing/Editing the Position Description Commenting on Draft, Finalization
August 17- September 14, 2007 <b>(TWO WEEKS CONCURRENT WITH POSITION DESCRIPTION WRITING)</b>	Compile List of Interested Parties for Announcement (August 17-August 31) Research Advertising Options (August 17-August 31) Send E-Blasts to Stakeholders, Board, Advisors, etc. (September 17 - September 18) Post Tier One Advertising (September 17 - September 18)
September 17 - October 22, 2007 <b>(SIX WEEKS IS STANDARD, BUT AGGRESSIVE OUTREACH CAN BE DONE IN FOUR WEEKS)</b>	Review of Resumes Telephone Interviews of Prospective Candidates Continued Outreach to Potential Applicants Weekly, Bi-Weekly Check-ins Depending on Organizational Culture
Week of October 29, 2007 <b>(ALLOW A FEW DAYS FOR LAST MINUTE APPLICANTS)</b>	Conference Call or Meeting to Narrow Candidate Pools for Search Committee Interviews
November 5 – November 6, 2007 <b>(ONE TO TWO DAYS TOTAL)</b>	Search Committee Interviews <b>(UNDERScore THE IMPORTANCE OF MOMENTUM AND EARLY CONFIRMATION IF YOUR SEARCH COMMITTEES IS LARGE OR BUSY)</b>
November 6 – November 21 , 2007 <b>(TWO WEEKS)</b>	Reference Checks on Semi-Finalists
November 26 - November 27, 2007 <b>(ONE TO TWO DAYS TOTAL)</b>	Final Interviews by Board/Search Committee, Staff Involvement as Determined
November 28 – December 7, 2007 <b>(ONE TO TWO WEEKS)</b>	In Depth Reference Checks on Finalists as Necessary
December 10, 2007	Conference Call or Meeting to Make Final Decision
Week of December 10, 2007	Offer and Negotiation as Necessary
Week of December 17, 2007 <b>(ONE TO TWO DAYS FOLLOWING OFFER)</b>	Acceptance Announcement and Close-Out to Follow

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*Increasing the Capacity of Nonprofits and Their Staff*