**Executive Director Recruitment – Council Readiness Assessment**

Seeking your next Executive Director (ED) is an ambitious and involved process that requires strategic intention and execution. The Council Leadership Initiative offers a variety of resources to support your council through this process. To assess your council’s readiness, please review and consider the following:

1. **Strategic Plan:** A council’s strategic plan is the road map to fulfilling its mission and goals. If up-to-date, your plan will help identify the key competency and focus areas you are seeking in a new executive director. Before beginning the search, review your strategic plan and consider the following:
   1. How current is the strategic plan?
   2. Has it been updated to intentionally address inclusion, diversity, equity and access through all aspects of your council?
   3. According to this plan, what are the top 3-5 priority areas a new executive director will need to successfully fulfill?
2. **Makeup of the current board of directors and council staff:** The board and council staff will serve as the primary support system for your new executive director. In order for your new ED to thrive, they will need a team that is fully aware of the council’s strengths, needs, and opportunities and that is positioned to bolster the new ED as they transition into the role. This includes but is not limited to:
   1. Board and staff members with capacity and willingness to participate in the hiring and onboarding process.
   2. Board members with specialized skills to fill gaps not currently met through staff capacity (ie: accounting, HR, marketing, fund development).
   3. Board members with the time and network to connect the new ED with current council investors and constituents.
   4. Board members with connections to mentors and sponsors who will support the new ED as they work to build relationships within your community and gain confidence in the role.
3. **Council budget and financial health:** Hiring a new ED is a significant financial investment for a council. Review the budget to ensure capacity to support the following expenses:
   1. Salary/compensation - Ask GOTR HQ for the salary benchmark data for an executive director in your area. Compare this data with your current ED salary to determine your target salary range.
   2. Position status and benefits - In addition to salary range, consider the position status and accompanying benefits. Offering full-time hours, a consistent salary (rather than hourly wage) and benefits not only makes the search more competitive within the recruiting market, but also positions the opportunity as more accessible to a diverse candidate pool. The term “benefits” can capture a variety of things - generous PTO, flexible work hours, remote/hybrid work, health insurance stipends, professional development, travel, phone and office supply reimbursement. What does and what can your council offer potential applicants to make your position more attractive?
4. **Current council organizational chart:** Staff transitions are a good time to evaluate the council’s current staffing roles, strengths and opportunities. A council staff vacancy may provide an opportunity to promote a current member of the team, to reconsider the division of current roles and responsibilities among the team, or to make changes to other positions that may need revising.
5. **Hiring team capacity:** The hiring team drives the success of any recruitment. An ED search requires 3-5 members who can consistently devote 1-3 hours a week over a 6–8-week period to the process. The hiring team should include the board chair and at least 2 other board members, in addition to any other relevant members of your council community with value to add to the process. Familiarity with hiring best practices and nonprofit administration is useful. Additional perspectives from board members, volunteers and staff can be creatively integrated into parts of the hiring process as well without direct participation on the hiring team - see the Collaborative Hiring Guide for more information.
6. **Hiring timeline:** Intentional searches typically take 6-8 weeks in total, from the initial assembly of your hiring team to extending a job offer. This process includes: creation of the position description, robust recruitment and marketing of the position, candidate review and discernment, a three-part interview process including phone conversations, virtual interviews, and in-person interviews, and the final selection process, including board approval. Commitment to this timeline, as well as the preservation of candidate demographic makeup, demonstrates dedication to creating an inclusive and representative organization.

**Tier-level Support**

It’s recommended that all councils recruiting through the CLI have an up-to-date, IDEA-inclusive strategic plan, the ability to support a full-time competitive salary and offer some level of benefits, strong financial health and a healthy, intact and comprehensive board. After completing the council readiness assessment, contact GOTR HQ at [humanresources@girlsontherun.org](mailto:humanresources@girlsontherun.org) to determine which level of CLI support is available for your team.