ETO Executive Director Transition
Draft Preliminary Timeline
June, 2015

2015

June

- Begin outreach with Board (Strategic Planning Retreat)
- Begin outreach with staff
- Begin outreach with stakeholders (Strategic Planning Retreat)
- Gather input on position requirements, desired attributes and characteristics of Executive Director position

July
- Refine stakeholder list
- Begin individualized outreach with stakeholders
- Refine, narrow and prioritize desired knowledge, skills and attributes
- Refine communication plan

August
- Decide on draft desired knowledge, skills and attributes
- Put in draft Position Description language
- Continue individualized outreach with stakeholders

September/October

- Complete the position analysis and complete Position Description draft
- Gather input on Position Description from stakeholders
- Finalize Position Description

November/December

- Select an interview team
- Announce upcoming recruitment to staff
- Coordinate with communication staff to prepare public announcement
- Brief the Board on the recruitment/succession plan
- Decide whether additional executive search assistance is needed
- If so, conduct an interview process and select.

2016

January/February

- Advertise the Executive Director position

- Outreach to partner organization
- Source candidates through networking channels
- Interview questions developed by interview team

March

- Review/shortlist resumes
- First round interviews with top external candidates
- Evaluate/interview internal candidates

April/May/June

- Round 2 interviews with 2 – 5 candidates
- Reference checks
- Final preferred selection
- Prepare employment contract
- Salary/comp analysis of Executive Director position

July/August

- Prepare/extend offer and negotiate contract terms
- Target date for selection
- Background checks, if external candidate selected

September

- Notify runner up candidates
- Make formal announcement
- Margie to prepare training/transition plan

October

- Target start date – October 1
- Begin transition plan