



ED 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 for launching a recruitment, please review the following assessment:

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 competencies and focus areas you are seeking in a new executive director. Before beginning the search, review your strategic plan and consider the following:
 - o How current is the strategic plan?
 - o Has it been updated to intentionally address inclusion, diversity, equity and access through all aspects of your council?
 - o 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 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:

- o Board and staff members with capacity and willingness to participate in the hiring and onboarding process.
 - o Board members with specialized skills to fill gaps not currently met through staff capacity (e.g. accounting, HR, marketing, fund development).
 - o Board members with the time and network to connect the new ED with current council investors and constituents.
 - o 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.
 - o Current council organizational chart. Leadership transitions present an opportunity to evaluate the council's current staffing roles, strengths, and opportunities. Ensure you have the other necessary positions and supports in place to set your ED up for success.
3. **Council budget and financial health:** Hiring new staff will require smart, sustainable financial investment. Review the budget to ensure capacity to support the following expenses:
 - a. Salary/compensation - Review compensation and benchmarking resources available on the Council Portal. Compare this data with the current compensation (when applicable) to determine your target compensation range. If more specific data is needed, please submit a [Benchmarking Request Form](#).
 - b. Hours and benefits - In addition to compensation range, consider the position's hours and benefits. When possible, offering full-time hours and benefits not only makes the role more competitive within the recruiting market, but also positions the opportunity as more accessible to a wider candidate pool.

Pro tip! 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 your council offer potential applicants that benefits their work and personal lives?

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4. **Hiring team capacity:** The hiring team plays a key role in driving the success of any recruitment. To ensure a thorough search, it is recommended that a team consist of at least 2-3 members who can consistently commit at least 1-2 hours a week over a 6-8-week period to the process. The hiring team should include (1) the direct supervisor for the position and (2) other relevant members of your council community equipped to add value and perspective to the process. Familiarity with hiring best practices and nonprofit administration is particularly useful.
5. **Hiring timeline:** A successful search typically spans 6-8 weeks, from assembling a hiring team to extending a job offer. This includes crafting the job description, posting and marketing the role, assessing applicants, and conducting a 2-3-part interview process.

Limited capacity is one of the most common, but detrimental obstacles to inclusive recruiting. When a sense of urgency takes over, there's a risk of cutting corners rather than engaging in the most thoughtful and open recruiting practices. Commitment to this investment of time allows hiring team members to proactively block time for planning and demonstrates a dedication to creating an inclusive and representative process.

To build out a recruiting schedule and with tentative dates scheduled for deliverables, see the [Timeline Generator](#) resource in this toolkit.

6. **Strong local network:** Posting through the CLI includes access to an Applicant Tracking System (ATS) that automatically posts to the Girls on the Run International [Work With Us](#) page as well as major national platforms like Indeed, ZipRecruiter, and Glassdoor. While this broad exposure is valuable at raising awareness, the most impactful outreach happens at the local level! For ideas on where to begin spreading the word about your recruitment, check out the [Recruiting Outlets](#) list in this toolkit.

Getting Started

After you have finished the [Council Readiness Assessment](#), please reference the [CLI Checklist](#) for information on next steps.