



Top Dos and Don'ts for Your Executive Director Search

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- ✓ Don't rush the process — "Hiring in haste, repent at leisure."
- ✓ Do build a profile of the ideal candidate.
- ✓ Do think about succession planning before it is necessary. It is a good governance practice.
- ✓ Do have a succession plan
 - What are the circumstances under which an emergency plan is triggered?
 - Who will assume the helm in case of disability, death, or unplanned departure of the executive director?
 - Who will you communicate with about the transition and when?
 - What is your timeline for a planned transition? What about an unplanned transition?
 - Who do you need to communicate with about the transition? When will you communicate?
- ✓ Do identify the organization's stakeholders for input into the process and candidate profile.
- ✓ Do think about internal staff development for succession purposes.
- ✓ Do consider management skill strength. Good lawyers aren't necessarily good managers.
- ✓ Do include the next generation of leaders in the process.
- ✓ Don't forget past presidents.
- ✓ Don't forget to include the staff in the process — "A voice not a veto."
- ✓ Don't hire just for now, do hire for next.
- ✓ Don't overcorrect!
- ✓ Do understand that succession planning is a leader's most important legacy.
- ✓ Do use personal networks for recruitment.
- ✓ Do be honest with candidates about the organization's challenges.
- ✓ Do pay as much attention to onboarding as hiring.