



## Hiring the Nonprofit CEO

**PROFESSIONAL SUPPORT FOR  
VOLUNTEER-LED SEARCHES FOR  
COMMUNITY CAUSES and  
PROFESSIONAL and TRADE ASSOCIATIONS**  
The Third Sector Company, Inc.

**A Signature Leadership Continuity Program of  
The Third Sector Company, Inc. and Its Partner  
Organizations and Licensees**

When a nonprofit organization is looking to hire its next chief professional officer, the processes necessary to facilitate a good hire can be daunting:

- Boards of Directors accustomed to administrative staffing by their executive suddenly find themselves without sufficient support and infrastructures to accomplish their hiring tasks in timely and orderly fashions.
- Volunteer search committee members may have limited experience with or exposure to the interviewing and selection processes vital to hiring nonprofit executive leadership.
- Important details associated with hiring such as onboarding, developing screening criteria, developing timelines, and reviewing executive compensation policy can easily be overlooked in the urgency to make a hire.
- The search and replacement costs of nonprofit executives can be costly if budgets and reserves aren't closely monitored to assure that sufficient financial planning works in tandem with the search and hiring processes.

The mission of The Third Sector Company is, "to foster a continuity of professional and voluntary leadership for the nonprofit sectors of the United States and Canada"; and The Volunteer-Led Search Program is one of five services Third Sector Company professionals offer to advance that mission in local communities throughout the Western United States.

### **OUR GOAL: TO SUPPORT A VOLUNTEER-LED SEARCH PROCESS AS AN ORGANIZATIONAL CAPACITY-BUILDING OPPORTUNITY**

In our experience, every successful volunteer-led search process has the following essential elements:

- **A "Picture of Success" for the organization over a two- to three-year period** which directs the kind of leadership necessary to achieve the defined success.
- **An organizational assessment** that provides an independent third-party overview of the current operating condition of the organization and its culture which further points to both immediate short-term and long-term managerial skills necessary to oversee a sustainable organization.
- **Creation and comprehensive support of an independent and trained volunteer Executive Search Committee** that represents the key stakeholders of the organization and brings forth no more than three candidates for final selection by an appointed hiring team of the board of directors.
- **Creation and support an additional body of individuals that form a Transition Team** responsible for assuring a smooth transition between current and future leaders with proper exiting, onboarding, and process communications responsibilities unrelated to the actual search.
- **A detailed and timed process for all parties to meet deadlines** and assure an excellent hiring process.



*Fostering a Continuity of Professional and Voluntary Leadership for the Futures of the Nonprofit Sectors in the United States and Canada.  
For More information in Southern California (562) 484-8281 or the Pacific Northwest (206) 799-1942*

## OUR MENU OF SERVICES:

*A Customized Approach to Support Every Nonprofit Organization in Fulfilling its Objectives*

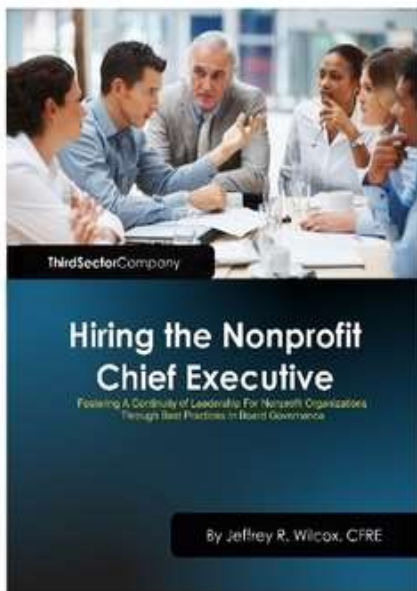
Every nonprofit organization is different. The needs of volunteers and volunteer groups that need support in order to make a good hiring decision are as unique as the individuals involved and the stakeholders who have a vested interest in the outcome of the search and selection processes. Accordingly, The Third Sector Company has structured its Board-Led Search Program into a series of service offerings that are customized by each client organization.

### ORGANIZATIONAL READINESS

The goal of “organizational readiness” is to help the hiring process clearly define what is “needed” by a nonprofit organization rather than what is “wanted” in its new chief professional officer. Services can include:

- An organizational assessment to identify the current health of the nonprofit
- A facilitated “Picture of Success” development process to create a clear and concise view of the organization for a period of two- to three-years
- A board assessment to indicate the culture of governance the new leader will encounter and inherit
- Executive transition consultation to help the incumbent prepare for a smooth personal and professional transition out of the organization. These services are provided by referral to independent specialists in the field of personal executive transition planning and coaching.

*Using assessment tools developed by our professionals, Third Sector Company offers these services at a rate of \$180 per hour for direct client consultation and \$120 in administrative support and indirect consultation. Retreats, training and facilitation are billed at \$1,800 to \$2,500 per day based on the complexity of the specific engagement.*



### VOLUNTEER-LED SUPPORT

The mechanics of hiring the right successor is at the heart of “volunteer-led support” services. Components of Third Sector Company’s approach include:

- A comprehensive 110-page volunteer search process manual including interview guide, committee proceedings, and executive transition tools
- A complete search committee training program to review the search process from start to finish with estimated timelines
- Coaching to the board of directors to eventually result in a board-approved search, selection and onboarding process
- Assistance in drafting a new job description based on the assessment results, creating a job announcement and placement in key locations, receiving applications as an independent third-party, and conducting a prescreen of applicants based on approved scoring criteria
- Assistance in preparing meeting logistics and communications between the organization and candidates
- Coaching and support to a transition committee responsible for coordinating communications and activities related to the exiting, hiring, and onboarding of the new chief professional officer

*Third Sector Company manuals are available for purchase at \$24.00 per copy. Retreats, training and facilitation are billed at \$1,800 to \$2,500 per day. Coaching and direct client consultation is billed at \$120 to \$180 per hour and \$60 to \$120 per hour for administrative support to the search and transition committees plus expenses such as postage, duplication, and office supplies. Rates are based on the complexity of the engagement and the specific needs of the client organization.*

## What’s The Third Sector Company Advantage?

*All of our programs have been developed by nonprofit executives based on what we would have hoped were in place when our boards and organizations needed them most. Every Third Sector Company engagement is a team approach combining the very best professionals to complete what they do best.*



### To Learn More:

Visit Third Sector Company online at [www.ThirdSectorCompany.com](http://www.ThirdSectorCompany.com), email us at [concierge@ThirdSectorCompany.com](mailto:concierge@ThirdSectorCompany.com)

Or visit with one of our senior strategists on the front lines of our five divisions:

**Southern California (562) 484-8281, Sacramento (916) 738-9146, Professional and Trade Associations (916) 738-9145, the Pacific Northwest (206) 799-1942 or Canada (778) 847-2759**  
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