**Executive Director Recruitment Policy**

The Board of Trustees of the \_\_\_\_\_\_\_\_ Foundation has considered carefully the present structure of the Foundation, and its goals and objectives that in large part were determined by the intent of the Foundation’s Founders, \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. The following sets forth the particulars of this policy.

**BASIC QUALIFICATIONS**

To the extent possible, it is the policy of the Board to have members and an Executive Director with knowledge, expertise and/or a desire to learn about the Foundation’s focus as intended by the founders, \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. The program areas of focus are \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_.

In addition to having a primary interest in one of these two areas, it is also important that an Executive Director possess certain qualifications in other disciplines. A candidate should have experience in one or more areas that would tend to enhance their contributions to the Foundation. Such areas of expertise include: budgeting, education, finance, grants management, investment management, non profit organizations, legal or accounting experience, business in general, or other private foundation experience.

**PROCEDURES ON THE OCCURRENCE OF A VACANCY**

Upon learning of a vacancy in the Executive Director position, the President shall notify all Trustees and insure that the next Board meeting will include in its agenda the following procedure to initiate filling the vacancy:

1. The Trustees shall initially discuss the vacancy to determine if and when the vacancy should be filled.
2. The Trustees should confirm the necessary qualifications for a new Executive Director, based upon the interests and needs of the foundation. The most recent job description for the position shall be used as a reference. If possible, the current Executive Director may be used as an advisor for the committee and assist with the implementation of the procedures.
3. A Nominating Committee shall be formally appointed by the Board and will consist of three (3) Trustees, including one from the \_\_\_\_\_\_\_\_ family, if possible. The Nominating Committee will take responsibility for all procedures. All Trustees will be requested to suggest the names of proposed individuals, and to secure resumes or other appropriate information for review by the Nominating Committee within one hundred and twenty (120) days after the subject meeting. The Nominating Committee shall be responsible for the development of the following:

a.)  A job description

b.)  The written posting document

c.)  A draft of an employment agreement

d.)  Questions to be asked during the interview

e.)  Development of a salary range based upon the most recent salary  surveys from the Council on Foundations, the Council of Michigan Foundations and the Association of Small Foundations.

1. Following that meeting, the Nominating Committee, with the assistance of the President, shall review all nominations and reach a determination as to its recommended candidate or candidates. The Committee will interview, research, and perform whatever other tasks are appropriate to the job on its own, and in a manner in which it determines to be appropriate. The Committee also will arrange for attendance at the next meeting of the candidate/s whom the committee believe/s are appropriate for consideration.
2. At the subsequent meeting of the Trustees, candidates presented by the Nominating Committee will be interviewed, and if possible at that meeting, selected to serve as Executive Director. If the final decision is not made at that meeting, it will be made as soon thereafter as possible. If no candidate is found to be acceptable to the Trustees, a new process shall be initiated in the manner described above.

**SELECTION AND ORIENTATION**

When a new Executive Director is agreed upon, the Trustees will secure the acknowledgment of that individual that he or she is in full agreement with the goals of the foundation, and will endeavor to carry out those goals with particular reference to the intent of \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. Soon after a Executive Director is formally appointed, it will be the duty of the President or his/her designee to provide a complete orientation program for the new employee, including an overview of the history of the foundation as well as the goals and objectives for the foundation’s program areas of \_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_. This orientation should involve all trustees of the foundation.

If possible, the former Executive Director should be retained for a defined period of time and assist with the transition.

approved 11/8/01