



## Retained Executive Search Overview

*CapDev's Executive Search Team provides a fresh and innovative approach to every search, combined with decades of working with nonprofit leaders to deliver dynamic senior-level staff to the nonprofit sector.*

### The Challenge

- Vacant positions, such as executive director, CEO, president, development directors, VP
- Time/cost devoted to continuously staffing top executive positions
- Limited pool of qualified diversity of candidates within organization's networks
- Passive and exclusive market approach (advertising, posting)
- Specific nature of top executive/development positions not fully translated in HR
- Challenge to reach full inclusive potential candidate pool, esp. non-job hunters
- Need high tech & high touch: technology + aggressive customized market penetration

### Retained Executive Search

for senior-level nonprofit sector positions  
delivers national/regional penetration & customized research/networking  
in-depth screening of a qualified inclusive candidate pool  
close communication with search committee



*CapDev's Retained Executive Search provides comprehensive in-depth research and targeted networking, delivering a high degree of candidate screening for the nonprofit's competitive staffing marketplace, managed by our professional team.*

### Why Engage a Search Firm

- Save money
- Free staff from the intensive time commitment of a search
- Develop a comprehensive, accessible, marketable job description
- Target the appropriate candidate pool quickly, fairly, and accurately
- Identify candidates the organization could not discover unassisted

## Action Plan

- Communications with Search Team throughout search process
- Assist in developing/refining position announcement and job description
- Define target market for candidate pool
- Conduct original research to deepen potential candidate pools
- Develop candidate profile
- Design final ad language and select ad placements from CapDev recommendations
- Initiate search and develop process to receive and screen all resumes in a database
- CapDev utilizes regional and national links (such as LinkedIn), appropriate formal and informal networks, mass email announcements, etc.
- CapDev reviews all resumes and conducts pre-screening phone or video-conference interviews of qualified candidates
- CapDev presents 5-8 finalist recommendations; 3 are selected for interviews
- CapDev works with Search Team to schedule interviews and create itineraries
- Provide executive summaries and all materials for interviews of finalists
- Reference checks are provided
- Conduct post-interview meetings to select final candidate
- Background checks as needed

## Costs

Generally cost is 30% of first year's salary, plus:

- Ad placement costs
- Travel, other approved expenses

## Timeline

Usual total timeline for a retained executive search is four to five months.

## Search Guarantee

If, within twelve months of a hire, the selected candidate is terminated for cause or resigns of his or her own accord, then Capital Development Services will recommence the search without requiring any additional fees other than direct expenses related to the search.

## Why Use CapDev

- We marry clients' missions with passionate executives
- We consistently uncover dynamic, diverse, talented candidate pools
- We equip clients with the most comprehensive candidate profiles
- We emphasize in-depth communications with clients
- We recognize the fact that every search is unique
- We bring nearly four decades of national network and broad experience
- We care about your mission and empowering inclusive nonprofit leadership