



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.

Why do you need a Retained Executive Search?

To source and fill senior-level nonprofit sector positions
Using national/regional penetration & customized research/networking
Delivering in-depth screening of a qualified, inclusive candidate pool
Providing close communication with search committee

OR

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 CapDev?

- We ask the hard questions and do the heavy lifting
- We marry clients' missions with passionate executives
- We free staff from the intensive time commitment of a search
- We consistently uncover dynamic, diverse, talented candidate pools
- 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
- We guarantee our work

The Challenge

- Vacant positions, such as executive director, CEO, president, development directors, VP
- Limited pool of qualified diversity of candidates within organization's networks
- Passive and limited market approach (advertising, posting)
- Specific nature of top executive/development positions not fully translated in HR
- Challenge to reach full and diverse potential candidate pool, esp. non-job hunters

The Action Plan

- Assist in developing/refining position announcement and job description
- Design final ad language and select ad placements from CapDev recommendations
- CapDev utilizes regional and national links, appropriate formal and informal networks, mass email announcements, and original research, 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 coordinate interviews and itineraries
- Provide executive summaries for finalist interviews
- Conduct reference checks
- 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

Total timeline for retained executive search is typically four to five months.

CapDev Search Guarantee

If, within twelve months of a hire, the selected candidate is terminated or resigns on account of performance related issues, then Capital Development Services will recommence the search without requiring any additional fees other than direct expenses related to the search.