**SAMPLE INTERVIEW QUESTIONS (for Exec Director)**

**Phone interview/First interview questions:**

1. What do you know about the Oklahoma Coalition Against Domestic Violence and Sexual Assault, our mission and what we do?
2. Please tell us why you are interested in the position of Executive Director of the OCADVSA.
3. Please briefly walk us through your resume (team may ask specific questions pertaining to past work experience but keep questions short).
4. What areas in the job description may be a challenge for you, and in what responsibilities do you see your strengths?
5. Tell us about a domestic violence issue, initiative or organization you were involved with, what your contribution was, and the outcomes/accomplishments.
6. What is your understanding of domestic violence coalitions and their purpose?
7. Please share with us your working background, for example:
   1. How many people/colleagues have you managed?
   2. Have you managed managers/directors?
   3. How many grants have you managed and the size of those grants?
   4. What has been the size of an organizational/program budget you have managed?
   5. Did you raise private funds, from where and how much annually?
   6. What are the challenges to securing private funding for a statewide coalition?
8. What were the strategies you used to build and maintain diversity on the staff?
9. Please share two to three distinct aspects of your management/leadership style that staff you supervise(d) would say are common themes over the years.
10. Can you describe a situation where you had to gain trust of either a colleague / a funder / contractor or an organization, and how you gained their trust and built on your relationship?
11. What was the most difficult personnel issue you have faced you in a prior leadership or supervisory role? Please tell us how you approached the situation and resolved it.
12. Can you describe a work-related conflict with a superior, trustee or community partner and how you were able to turn your relationship around?
13. Describe a time that you changed your mind or position about something. How did you go about doing that?
14. Talk about a time you consulted with staff you managed regarding a decision. How do you decide when to seek input from staff members about decisions?
15. The Coalition works on training, technical assistance, and legislative and policy issues which sometimes involve issues of controversy and complexity. How would you respond to an inquiry from a reporter regarding a training the Coalition provided to help member programs increase access for survivors to a full spectrum of reproductive medical services, including pregnancy termination?
16. Why are you looking now, and what attracted you to this position?
17. If you were to become our ED, over this year, how will you make the Coalition proud?
18. If you were to become our ED, what do you see would be your greatest challenge in being successful in this position? How can we best help you?
19. Salary requirement/range?
20. Is there anything we haven’t covered that you would like to address in order to help us better understand whether you are the best candidate for this position?
21. Do you have any other questions for us?

**Sample questions (second interview):**

*Values and Knowledge of Domestic Violence and Social Justice*

1. What are the barriers and/or obstacles in 2022 that impact the ability of adult and child survivors to be safe?

1. What does social justice mean to you?
2. What is your experience in working with different cultures?
3. Talk about a time you were involved in increasing language access for survivors.
4. What strategies have you been involved with to reduce barriers for survivors from marginalized communities? What do you see as a coalition’s role in that work?
5. If a member program consulted with the Coalition about not reaching survivors of color, what would be some strategies the coalition could offer to help that program serve all victims?
6. Give an example of when your personal values best matched those of the organization for which you worked.
7. If the Coalition saw that an African American battered woman killed her abuser in apparent self-defense, what would be some of the social justice issues at play? What do you see as the coalition’s role?
8. Talk about your knowledge of the impact of child protective services involvement in the lives of adult and child survivors of domestic violence.

*Community Engagement and Member/Stakeholder Relations*

1. Who are the key stakeholders of a domestic violence coalition?
2. Can you provide us an example of how you have built and maintained relationships with key stakeholders and community partners in your previous work?
3. In your prior work, how did you incorporate the voices and experiences of adult and child survivors of domestic violence?
4. What approach would you take with a member program who refused to shelter a family because they have a boy over the age of 15? How would you approach change if the refusal was based on that boy being transgender?
5. How would you respond after learning a member program called ICE on a domestic violence survivor in shelter?

1. How would you approach a complaint from a member program about something a staff member said or did in a training or technical assistance call?

*Development and Fiscal Management*

1. What has been your experience in managing budgets and working with a finance staff? How many budgets/grants have you managed at a same time?
2. Have you ever experienced a budget shortfall, and if so how did you manage it?
3. When grant funding allows for agency growth, what strategies would you employ, or have you employed, to build sustainability in the event funding changes?
4. As a leader, what has been your role in fund development and donor cultivation? Do you have experience in working with government funders and developing those relationships?
5. What is your experience in grant writing, specifically what process do you use to ascertain if a grant application is something applicable to pursue for your agency? Do you have any standard red flags, or green lights that you look for in an opportunity?
6. What has your role been in audits of organizations in which you worked?

*Policy Work and Public Relations*

1. Please share with us your experience in working with legislation and policy makers. How have you dealt with difficult legislators? How have you gone about developing and implementing a legislative agenda?
2. Please share with us your background in public and media relations, communications, and public speaking.
3. What connection do you see between public relations and policy work?
4. A significant part of the position is enhancing the outreach efforts of the OCADVSA and building on and enhancing the public image of the Coalition. Based on your prior experiences and what you already know about the OCADVSA, what recommendations might you make to us now about how to accomplish this goal?

*Personnel, Board and Organizational Managemen*t

1. Can you provide us an example of your recruitment of people in support of the agency mission?

1. Please provide us with the expectations you would have as a leader as it relates to working with your board members and also from your staff.
2. What is your philosophy and practice as it relates to the management and staff relationship? Please provide examples.
3. Are there principles and values our movement uses in working with survivors that are relevant to your management approach? Can you offer an example?
4. What are the key elements or organization structures, climate, or culture that make a work environment positive for you? How would you cultivate these for yourself and the staff?
5. What has been your staff retention and tenure (historically)? Give an example where you had to coach and/or dismiss a staff member.
6. What would you define as your leadership style? How will that style work with a staff that includes some staff who work offsite some of the time?
7. What are some strategies you would use to promote and maintain staff cohesion among staff working on many different projects, who are often mobile and some who work off site some of the time?
8. What is your work life balance philosophy and how do you practice it? How do you support self-care for yourself and for the staff you manage?
9. The Coalition does not have devoted positions for media, development, IT or Human Resources. What experience have you had, or what would be your approach to continuing to build IT, media, development and Human Resources infrastructure (i.e., benefits, compensation structures, etc.)?
10. What is your approach to building effective working relationships with Board members?  Please provide examples.
11. What are the respective roles of the Board, Executive Director and staff in creating a strategic vision? Provide an example(s) where you have helped set a strategy/vision and developed and executed an operating plan to engage staff resources to accomplish the goals.
12. What are your core values in leading and inspiring an organization?