**Executive Director**

**Interview Structure and Questions Guide**

**Round 1**

**Interview Structure Overview**

It is our firm’s recommendation that NCEDSV’s Search Committee utilize a standard structure for the first round, Zoom interview with Executive Director candidates. This process includes Search Committee members selecting questions to ask as a general framework and asking follow-up questions as needed and as time allows.

To aid the Committee, we are providing a series of questions to consider for Round 1 and a robust list of Alternative Questions to consider for either Round 1 and/or 2. We assume around five minutes total for each question (including question and answer). With that in mind, for a one-hour interview, we recommend selecting around 6-8 questions and allowing for the last 10 minutes for candidate questions. Of course, you may choose to switch out any of the recommended questions listed below with others that may better fit the committee’s preferences. You can also create your own to touch on any specific areas of focus.

Most importantly, it is imperative to ask the same questions of all candidates to ensure a strong and fair assessment of the best fit for the role. However, Committee Members can ask additional (related, professional) follow-up questions as needed to gain clarity around a candidate’s response.

**Select a Time Limit for the Interview**

For round one interviews, Scion recommended the Committee interview all presented candidates from the pool submitted. We recommend this first round be limited to one-hour each.

**Select a Lead for the Interview**

It is important one person be the lead on behalf of NCEDSV during the interview. This role is traditionally fulfilled by the Head of the Search Committee but can also be another committee member if preferred. The lead is responsible for thanking the participant for joining the group, inviting all participants to provide introductions, asking the first question to get things started and close out the interview session.

**Review and Select Questions for the Committee to Ask**

Once questions are selected and finalized, we recommend that each Committee member be assigned one question (or more) to ask during each interview. It is important for every member of the committee to participate and engage with the candidate to help the candidate get a glimpse of the culture of the Board and the organization. It may be easier for the Lead to assign questions to Committee members ahead of interviews, especially if time does not allow for Committee members to select their own questions.

**The Importance of Positivity and Confidentiality**

It is critical that the Committee keeps in mind that executive candidates will be assessing the role and opportunity at the same time the Committee is assessing their background and suitability. It is therefore incredibly important to be united and positive in approach and to present the organization and role in the best light possible at all times. This does not mean the Committee cannot share difficulties or challenges related to the role, but often those can be posed as areas of opportunity.

*Please make sure to keep all candidate names and related conversations confidential and to discuss between Committee members only.*

Please review the Interview Template and suggested questions below.

**First-Round Interview Guide**

**Welcome/Opener:**

*Thank you for your time and interest in the Executive Director role with NCEDSV. My name is \_\_\_\_\_\_, I am the \_\_\_\_\_\_\_\_\_\_\_ of the NCEDSV Board. Before we begin, I would like to first ask each of the Committee members to briefly introduce themselves and share their name, role, and title.*

**Process Description:**

*We are excited to learn more about your background and gain more insight into your experience, work history, and motivations. In this interview, we will be asking you a series of questions to allow us to learn more about you. For time purposes, please keep your answers to 5 minutes or less. We would also like to reserve the last ten minutes at the end of this meeting to answer any questions that you may have. While we have reviewed the background information about you provided by Scion, we invite you and welcome you to share more details about your experience. If you are ready, we would like to begin.*

**Opening Questions:**

1. Please provide a 1-2 minute brief description of your background and experience as relates to this role.
2. Why are you interested in this position with NCEDSV?

**Additional Questions:**

1. Please tell us about your experience being the external facing representative of an organization.
2. Can you tell me about a time when you formed an ongoing relationship or partnership with another organization, or individual, in order to achieve a mutual goal?
   1. What did you do to make the relationship work initially? How about long term?
   2. What was the outcome of this partnership?
3. In addition to engaging external stakeholders, this role will lead, continuously motivate, mentor, and offer critical guidance to NCEDSV’s staff.
   1. Please describe your leadership style and mentorship approach.
   2. How do you build rapport with your team?
4. Please tell us about your experience developing fund sources for an organization.
5. Tell us about your experience lobbying and advocating on behalf of an organization’s mission and work. How did you build interest, engagement, and momentum?
6. What changes or innovations have you brought to your organization in the past? Please tell us about a successful program/project you’ve created.
7. How would you describe the culture or personality of the organization you work for currently and is it a good fit for you?

**Candidate Questions:**

We would now like to open it up for any questions you may have for the Search Committee

**Close/Thank You:**

That concludes the time we have today. On behalf of NCEDSV, thank you for taking the time to speak with us. Chelsea from Scion Executive Search will follow up with you within the next two weeks to offer further updates once they become available. If you have questions about the process, please feel free to reach out to Chelsea directly.

Thank you again for your time and interest!