

## Executive Search Services

Founded in 1999, Paula Manley Consulting specializes in partnering with nonprofit organizations and networks on leadership search and selection. An executive transition represents a critical moment for your organization. It is a time to take stock, create a future-focused leadership profile, actively recruit to attract qualified candidates, and thoughtfully integrate your next executive once the hire is finalized.

Critical groundwork for the search includes clarifying your strategic priorities and ensuring that considerations of diversity, equity and inclusion are *at the forefront* throughout the process.

Principal Consultant Paula Manley has served in a variety of nonprofit executive and board leadership roles over three decades and brings invaluable lived experience to every executive transition consulting engagement. She has led many leadership succession and executive search projects, working with diverse organizations including the following:

- Outside In
- Camp Fire Columbia
- YWCA Clark County
- Raphael House
- The Intertwine Alliance
- Central City Concern
- Alliance for Media Arts + Culture
- League of Education Voters

**The Search and Selection Process:** The consulting scope of work is customized to meet your organization's specific needs, based on the following steps.



### (1) Manage the Departure of the Current Executive and Assess the Organization

- Support the Board in managing the transition of the departing executive, including recognizing their contributions and (if applicable) clarifying their roles in the recruitment process
- Identify the key trends, opportunities and challenges for the organization
- Build a shared understanding of the organization's progress and aspirations with diversity, equity and inclusion, and identify how the search process will support these values

### (2) Develop a Future-Focused Leadership Profile

- Clarify your organization's leadership needs with input from internal and external stakeholders
- Develop an updated position description and compelling recruitment announcement

### (3) Active Recruitment

- Develop and implement a robust recruitment plan that includes personal and professional networking, advertising and social media
- Ensure timely and responsive communications with all candidates and prospective candidates
- Provide regular progress updates to staff and other stakeholders

### (4) Interview and Selection

- Conduct interview rounds, stakeholder meetings, reference checks, and other activities to assist the Search Committee in evaluating candidates and formulating a hiring recommendation for the Board of Directors

### (5) Hiring and Integration

- After the hire is finalized, set the stage for success with an onboarding plan and clear performance expectations