

ABN Executive Search Services

The Alliance for Better Nonprofits (ABN) understands the significant time and expense to hire executive roles within nonprofit organizations. We offer administrative support and expertise throughout the entire hiring process, tailored to your specific needs.

ABN consulting services are \$150/hour for nonprofit members. All services can be provided a la cart. The full search process (excluding advertising, background check, and assessment fees) is approximately \$6,000-\$9,000.

To get started, please reach out to Jeanna Beck, Director of Consulting, at beckj@unitedwayknox.org.

Step 1: Analysis

6 Hours

- Meet with key stakeholders
- Create executive search timeline
- Comprehensive review of the organization
- Determine skills needed in executive role
- Determine compensation and benefits package
- Develop and approve job description

Step 2: Recruiting

4 Hours

- Cast a net
 - ABN/United Way of Greater Knoxville network
 - ABN Career Center
 - Industry affiliates
 - Stakeholder relationships and connections
- Advertising (additional fees apply)
 - LinkedIn (~\$200/month)
 - Indeed (~\$300/month)
 - Idealist (~\$105/month)
 - Others as needed

Step 3: Initial Screening

10-20 Hours

- Collect and screen resumes
- Utilize hiring matrix to rank applicants
- Preliminary phone interviews with highest ranking applicants (20-minute Zoom calls that are recorded)

**Number of hours depends on number of applicants and number of candidates selected for initial interview*

Step 4: Candidate Review**6 Hours**

- Present top candidates to the search committee
 - Career highlights
 - Facts of evidence for match
 - Ranking based on hiring matrix
 - Salary expectations
- Determine candidates to interview

Step 5: Interviews**10-20 Hours**

- Plan and coordinate in-person interviews with search committee and candidates
- Develop interview questions
- Interview debrief support and summary of interview insights

**Number of hours depends on number of final candidates and number of interview rounds*

Step 6: References and Assessments**2 Hours**

- Call references
- Background check (optional, \$45-\$100)
- Personality/behavioral assessment (optional, \$150-\$300)

Step 7: Final Offer**2 Hours**

- Salary and benefits negotiation
- Notify rejected candidates