

Search for an **Executive Director**

Mission Inn Foundation

Time Frame

Activity

W/O July 19-25	Sally Beaty and Gary Christmas <ul style="list-style-type: none">• Send out Survey Monkey to BOT, MIF Staff & Docents• Consolidate findings to be presented to Selection Committee
July 27 (Thurs)	Selection Committee - Due Diligence and Organizational Meeting (7:30 AM) <ul style="list-style-type: none">• Finalize Search Schedule• Finalize Position Specification• Finalize Media Advertisement strategy<ul style="list-style-type: none">• American Alliance of Museums• American Association for State and Local History• The Chronicle of Philanthropy• The Press Enterprise
Aug 4 (Fri)	Submission of Media Advertisements <ul style="list-style-type: none">• Chronicle of Philanthropy• Internet sites• Other Media Selected by Search Committee
Early August	Advertisements run in selected media <ul style="list-style-type: none">• Active Recruitment of Candidates Begins
Aug 11 (Fri)	Screening of Applications Begins
Aug 17 (Thurs)	Committee Meeting by Email <ul style="list-style-type: none">• Finalize Preliminary Interview Questions• Housekeeping Items
Sept 7 (Thurs) 4 PM - 6 PM	Committee Meeting (Committee/ Consultant) <ul style="list-style-type: none">• Selection of Applicants for Preliminary Interviews
Sept 14 (Thurs) 8 AM – 4:45 PM	Preliminary Interviews (Skype Videoconference) (Committee) <ul style="list-style-type: none">• Select Candidates for Riverside Interviews
Sept 29 (Fri)	Final Candidate(s) Interviews Conducted <ul style="list-style-type: none">• Selection of Finalist
Oct 5 (Thurs)	Final Candidate (and Spouse) Second Visit <ul style="list-style-type: none">• Salary/Contract Negotiations
Oct 5 (Thurs)	Executive Committee of the Board of Trustees <ul style="list-style-type: none">• Recommendation of Finalist to Board of Trustees• Authorization for BOT President to extend Employment Offer
January 2018	New Executive Director Targeted Start Date