

Sample Survey for Identifying Key Qualities for the New Director

Survey for board, staff, & outgoing director (if possible)

The survey should be taken by all members of the board, staff, and the outgoing director if possible. It is important to compile the results separately, as this can illustrate differences of vision, opinion, and opportunity. If you have a division in either the board or staff, such as long vs. short tenure, different generations, ethnicities, or areas of expertise, compiling the results by group can bring to light differing perspectives.

Do you believe the organization is:

- doing an acceptable job of meeting its mission **OR**
- needing to find a new direction

Do you believe the organization is: (select two)

- in a period of rapid change
- in a period of growth
- in a period of stability
- in a period of status quo
- in a period of stagnation
- in a period of decline

What do you see as the biggest challenges for the organization in the next 2 months to a year?

What do you see as the biggest challenges for the organization in the next 2 to 10 years?

What do you see as the biggest opportunities for the organization in the next 2 to 10 years?

What needs to be fixed or changed in order to position us to take the next step up?

What are the biggest priorities for the organization at this time? (select up to five)

- Development and fundraising
- Accounting and financial
- Marketing and sales
- Visibility and awareness
- Program development
- Audience development
- Research
- Facilities
- Short-term planning
- Long-term strategic planning
- Staff development
- Staff management
- HR and staff retention
- Board development

What has been the most valuable strengths in our outgoing leader? (select one)

- Administrator
- Conciliator/mediator
- Fundraiser
- Political savvy
- Visionary
- Other _____

Do you believe the organization needs someone who will:

- maintain what we have **OR**
- lead the organization in new directions

At this juncture in the organization, what is the primary area of strength we need in our next leader? (select one)

- Administrator
- Conciliator/mediator
- Fundraiser
- Political savvy
- Visionary
- Other _____

What skills/traits will this person most need to succeed? (select five)

- Commitment/passion for our cause
- Sense of humor
- Strong work ethic
- Planning skills
- Management skills

- Fundraising skills
- Donor management skills
- Board management skills
- Dependable
- Able to delegate
- Motivator
- Organizer
- Entrepreneurial
- Strategic thinking
- Artistic vision
- Ability to form effective teams/workgroups
- Consensus building skills
- Problem solving skills
- Change management skills
- Conflict resolution skills
- Written communication
- Oral communication
- Computer and tech savvy
- Community building skills
- Political savvy
- High visibility profile
- Professional appearance
- Community connections
- Other _____

What type of experience/traits do you feel are essential or desirable for this job? (mark with E or D)

- College degree-4 year
- Master's degree
- Art background
- Business background
- Nonprofit background
- Mediation training
- Computer training
- Track record as past executive director
- Track record as fundraiser
- Track record as manager of a staff
- Track record as public speaker
- Ability to travel 20% of the time
- Ability to work 40 hours a week
- Speaks Spanish/other language
- Minority
- Other _____

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