Search Committee Requirements

Task: Recruit and interview candidates for FNVW Executive Director. Make recommendations to the FNVW Board of Directors.

Duration of task: March through May. The goal is to make an offer by mid to late April.

Time required: Variable over the three months, but on average members will spend 2-5 hours per week.

The FNVW Board will seek to ensure that the committee membership as a whole reflects a variety of experiences and perspectives, including but not limited to, age, gender, and ethnic and cultural diversity.

The board will also seek committee membership that includes people with different experiences within FNVW:
- Board members
- FNVW Volunteers
- FNVW Program Representatives
- People served by our programs
- Members of Minnesota Quaker meetings
- Donors

Search Committee members should
1. Be able to work collaboratively with others to accomplish a task
2. Understand and be committed to the goals and purposes of FNVW
3. Be able to hold private information in confidence

Skills and attributes required by the committee as a whole
NOTE: it is not expected that any member will have all of these qualities, but ideally they should have one or more of the qualities listed below.

1. Skills and attributes needed to help the committee function well
   a. Previous experience on a search committee
   b. Knowledge of/connections with diverse organizations and communities
   c. Organizational ability
   d. Familiarity with HR/legal hiring practices
   e. Writing ability/documentation
   f. Familiarity/experience with interviewing candidates

2. The Executive Director position requires a person who can do many different things. Areas of experience that may be relevant to evaluating candidates include areas such as:
   a. Familiarity with the culture, possibilities and challenges of non-profit organizations
   b. Management
   c. Finance
   d. Technology
   e. Volunteer management
   f. Communication
   g. Social service or activism

TO APPLY: Interested parties should send an email to Brucie Hawkins, Clerk of the FNVW Board of Directors. The email should specify the reasons for their interest and what skills and abilities they would contribute to the committee, including but not limited to the above.

CONTACT: Brucie@FNVW.org