



EXECUTIVE/STAFF SEARCH

Connecting with, recruiting, and hiring that ideal individual who will lead your organization to a high degree of success or finding, recruiting, and hiring that staff team member who will ensure the success of your organization's programs and projects can be time consuming, expensive, frustrating, and fraught with challenges as well as wieldy outcomes.

AFFORDABLE, EFFECTIVE EXECUTIVE SEARCH

When looking to fill a President/CEO, Executive Director, or a Senior Staff position, the process is very important to the success of the new leader and to the organization. We can conduct a national search that will produce high quality, respected candidates in a timely, affordable manner.

Our process consists of the following elements that greatly increases the possibility of a successful hire:

Preparation

We will review your organization's job description and personnel policies with your search committee to ensure that they are updated and relevant to the upcoming search.

Advertising

We will use the traditional ad mediums and will advertise to our friends via International Economic Development Council, Southern Economic Development Council as well as with the Chamber and Economic Development professional associations in your state and the surrounding states. Jim is an active member of most of these organizations.

Additionally, Jim will be networking with contacts both locally and across the country to find out which highly sought executives might be ready for the next move.

Recruiting

After 35 years of successful economic development and chamber management in 5 states Jim has an extensive list of successful contacts in this profession. Some might qualify for your position while others may have management staff who are ready to move to the next level in your community.

Reference Checks

We will conduct a reference check with provided references as well as with colleagues and peers who may know the candidate. We will provide your committee with a detailed report from these contacts.

Previous Employers Follow Up

We will follow up with previous employers with an inquiry that will provide some feedback on the candidate's job performance.

Initial One-on-One Interview

We will conduct an initial one-on-one interview with each candidate to determine if they might be a fit for the position you are seeking to fill and to determine if they fit the qualifications for consideration.

Interview Preparation

We will meet with your Search Committee and supply them with prepared questions that will bring out the qualities of the candidate(s) they interview. I will also provide them with a numbered score sheet that will aid in the evaluation of the interviewed candidates.

We will also handle scheduling of travel arrangements for any candidates that may be invited to interview from outside your community.

Testing

We will administer a Management Qualifications Test to the final candidate(s) and will provide your committee with the results and analysis of their compatibility for this important position.

The Interview(s)

Jim will be present at the interview(s), either in person or virtually to advise your committee during the process and following each interview.

Hiring

Once a finalist is selected, we will assist you and your committee in negotiating a sound and reasonable employment agreement. I will also provide drafts for offer letters, job description(s), and personnel policies.

Follow Up

When your candidate is finally on board, Jim will be available via telephone and email as a mentor and advisor for one (1) year from the hire date.

Our Fee*

Very simple, our fee for the Executive/Staff Search is \$9950 + mileage and overnight expenses for managing on-site interviews. A “pre-approved” advertising budget will be a part of the engagement agreement.

*If for any reason, the candidate is no longer employed within the first year of hire, we will conduct an additional search for actual expenses reimbursement only!

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