

First Interview Questions for Director of Development

Please note: This is a sample interview instrument and is intended for study and educational purposes. Users may adapt it to their own needs but it is not recommended to use "as-is" given the unique needs of each organization and position.

1:	What do you find most compelling about: [INSERT NAME OF COMPANY]? Why?	10	
2:	Tell us what you think are the critical job challenges for this position and what in your background will help you succeed in meeting these challenges.	8	
3:	Describe for us how you organize and prioritize your daily activities in your current job: <ul style="list-style-type: none"> • What tools, if any, do you use for time management and tracking critical tasks? • How do you deal with interruptions and changes in priorities? <p>Give us specific examples of your skill level with Access, Excel, Word, Power Point, Donor Perfect and other desktop tools. How comfortable are you with technology?</p>	6	
4:	Describe for us a situation in which you had a difficult, angry or upset person confront you. How did you react and handle the situation? What did you learn from the situation that might have caused you to change or adapt your approach?	13	
5:	Over the last few years, we've seen the most significant financial crisis since the Great Depression. How has it affected your view of fundraising going forward?	13	
6:	Describe for us a situation in which you had to convey unpopular information to staff with whom you collaborate. What communication did you provide to them and how did they respond? Did you learn any lessons that you incorporated into the way you work on projects with multiple team members?	11	
7:	Describe for us a situation in which you discovered you made a mistake that had impact on your work or others' work. How did you address it?	6	

Candidate's Name: _____ Date/Time: _____

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8:	<p>What accomplishment are you most proud of and why?</p> <p>After candidate initially responds: Please share with us your achievements in fundraising from government, foundation, corporate, and individual sources. Where are you strongest? Where are you not so strong?</p>	13	
9:	<p>Facilitating site visits for funders is an important cultivation and community building strategy for this position. What can you tell us about site visit protocols you've used in the past that have worked or not worked so well and why?</p>	7	
10:	<p>In job performance reviews you have received, what strengths are generally highlighted? What areas of improvement have been noted? Do you agree/disagree and why?</p>	5	
11:	<p>Tell us about a time when you took the initiative to follow-up/start a project/etc. that wasn't on your "to-do" list or job description. How did it work out?</p>	4	
12:	<p>What haven't we asked you that you would have liked us to ask?</p>	4	

Notes:

Interviewer's name: _____ # of points: _____ (out of a possible 100)

Candidate's Name: _____

Date/Time: _____

Second Interview Questions for Director of Development

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ALICE

1. Knowing that you're coming into an organization that has not previously had a Director of Development, what are some of the structural priorities you see in setting up the department?
2. Can you talk about your experience as a creative, innovative, and strategic fundraising leader in the context of managing the many day-do-day tasks of a development office?
3. What role do you see the two program staff sitting beside me playing within your fundraising leadership? How would you engage their expertise in the field into the fundraising process?

Candidate's Name: _____

Date/Time: _____

Second Interview Questions for Director of Development

CAROL	<p>4. Discuss a strong partnership you've had with a staff member at another job. How did that work for you?</p> <p>5. When have you struggled to partner with another staff member? How did you handle that?</p>
JOHANN	<p>6. What is your personal style? Would you say you are more of an independent worker or collaborator?</p> <p>7. Give two examples of a relationship you've leveraged for funding.</p> <p>8. If you were hired, how would you assess our current development processes? What would inform your decisions about possibly changing strategy or systems?</p>

A = Outstanding **B** = Good **C** = Average/Fair **D** = Poor **E** = No way!

ALICE:	JOHANN:	CAROL: