

Interviewing Techniques

1. Be yourself, but dress as if you are making a call on a donor.
2. Do your homework on the organization.
3. Know in advance who will be on the interview team.
4. Stick to the time allowed for the interview.
5. Do not over answer questions or go off on tangents.
6. Never badmouth a former employer.
7. Avoid “name dropping” and do not even hint that you could “bring donors” with you.
8. Make solid eye contact with members of the interview team.
9. Do not be over anxious.
10. Share personal information the employer is “afraid” to ask.
11. Make sure your family is willing to move *before you interview*.
12. Write thank you letters to key interviewers.
13. Avoid exaggerating and never lie. Can what you say be verified?

Qualities the CEO Seeks in Chief Development Officers

Integrity	100%
Communication skills	99%
Relationship Building	93%
History of closing gifts	92%
Follow through	92%
Strategic thinker	88%

Top Functional Responsibilities for the Chief Development Officer

Partnering with President	100%
Design/implement campaign	96%
Soliciting and closing gifts	92%
Increase endowment	90%
Build constituency ownership	88%

Qualities the CEO Seeks in New Senior & Mid-Level Hires

Integrity

Excellent communication skills, written and verbal

History of soliciting & closing major gifts

Ability to interface with others at all levels

Attention to detail & good follow-through

Proven broad-based professional skills

Leadership skills

Strategic thinking

High energy

Good judgment

Sensitivity to others

Self confidence and maturity

Professional appearance and demeanor

Stable work record

Exemplary work habits (a strong work ethic)

History of being on-time

Creativity

Able to deal with change

Solid management, organization, and planning skills

Good personal style

Broad knowledge of industry issues

Personal and professional ethics

Solid business sense

Genuine liking for people

Ambition

Ability to generate support and confidence in others

Sense of humor

Political savvy without appearing “political”

Loyalty

Financial expertise

Ability to set realistic goals

An inquiring mind