



A CAREER TO DO GOOD
CAREER DEVELOPMENT AND RECRUITING





INTRODUCTION

- About Cook Silverman Search
 - What sets us apart?
 - How do we work with clients and candidates?



CAREER TRAJECTORY

- What's the dream job?
 - Sector
 - Location
 - Big or small shop
 - Management
 - Colleagues
 - Opportunity for growth
 - Boss



FOR PROFIT TO SOCIAL PROFIT??

- New to sector:
 - Degree of CFRE?
 - Volunteer
 - Sign up for emails
 - Informational interviews – ask advice!
 - Sign up for e-blasts or e-news from places you might want to work and recruiters!



PLANNED GIVING OR LEGACY GIVING PROFESSIONAL TO ...??

- What other jobs might you qualify for in fundraising?
 - Major gifts officer?
 - Director of Development?
 - Executive Director?




HOW DO YOU GET A FOOT IN THE DOOR?




HOW DO YOU GET A FOOT IN THE DOOR?

- Recruiter
 - Which one?
 - How do I get their attention?
- Direct to organization
 - Volunteer
 - Schedule informational meeting with person whose job you aspire to have!




WHAT TO LOOK FOR/WHAT DO WE LOOK FOR?

- Length of stay in jobs throughout your career!
- Progressively challenging roles!
- Good stats!
- GREAT RESUME!!!



WHERE DO WE FIND YOU/WHERE DO YOU FIND CANDIDATES?

- Internet
- LinkedIn
 - LinkedIn Groups!
- Cook Silverman Search!!!
 - Our network is 6000 people strong



YOUR RESUME!

- What to look for!
 - Clear, succinct, and readable
 - Bullet points, not long sentences
 - Attention to the position you are applying for
 - Volunteer experience that is pertinent
 - Number of pages (comes with experience)
 - No photo
 - NO MISTAKES! Spelling, tense, consistency, formatting
 - PDF!!!



COVER LETTER?

- Do I really need one?
 - Absolutely!
 - Express your passion for and interest in the position
 - Check your spelling and grammar - NO mistakes!
 - PDF!!!



HOW DO I PREPARE FOR AN INTERVIEW?

- Know your facts!
 - Both about the org and your own resume!
- Do your homework (on the interviewers and the organization)
- Dress for an interview – even with the recruiters
- Be early!
- Look up location and parking options BEFORE you leave home
- Be prepared with questions for the interviewers! (especially the organization interviewers)



HOW DO I PREPARE FOR THE INTERVIEW?

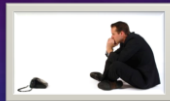
INTERVIEW

- 1 PREPARE & RE-READ RESUME
- 2 ASK QUESTIONS
- 3 DRESS TO IMPRESS
- 4 DEAL WITH STRESS
- 5 READ EMPLOYER LITERATURE
- 6 GET THERE EARLY

THE BIG DAY

AFTER THE INTERVIEW


- Sit back and relax



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AFTER THE INTERVIEW


- NOT!!!!
 - Write a thank you note AND/or email thank you immediately!
 - Check in with the interviewer or if through a recruiter, with the recruiter
 - Even if you do not get the job, take time to write a note (added touch and you never know)



AFTER THE INTERVIEW

Follow-Up After Your Interview

- Fewer than 10% of applicants send a thank you letter
 - May be the most important letter you write
 - Provides another contact with the employer
 - Sets you apart from those who didn't send one
 - Should take place within 24 hours after the interview
- Follow-Up Letter Should:
 - State your appreciation
 - Explain what you liked about the position
 - Sound enthusiastic about working for the company



TENACITY!!!

- NETWORKING!!!
 - Events
 - Volunteer or buy ticket to attend
 - Nonprofit umbrella organizations classes and workshops
 - AFP, DER, NCGC/HP
 - Introduce yourself to everyone!
 - Call me!!! Or email me!

