

Candidate Resume Review – Foundations & Grants Manager

Candidate:

Resume Reviewer:

Date:

Please rate candidate on scale of 1-3 based on whether they hit our bar in each specific must-have:

3 = Ideal 2 = Minimum 1 = No evidence of Experience

NOTE: This resume is used to identify 3 – 5 candidates that will be a great addition to the WITS team. This rubric will decide who moves forward to an in-person interview after reviewing the scores and your comments.

Candidate profile: An organized, motivated, and confident individual who has experience in nonprofit development.		
Must-have <i>Ideals and minimums</i>	1-3	Comments/Examples/Evidence <i>Note 1-2 examples of what you identified for this must-have in their resume and cover letter</i>
Must-have #1: Fundraising <ul style="list-style-type: none"> Ideal: 2+ years' experience with fundraising in a nonprofit (individual giving, foundations, corporate, direct mailings, and annual appeals) Minimum expectation of some professional fundraising 		
Must-have #2: Writing <ul style="list-style-type: none"> Ideal: Experience as a grant writer and/or writing donor communications for a nonprofit Minimum expectation of professional writing experience 		
Must-have #3: Organization & Time Management <ul style="list-style-type: none"> Ideal: Worked on multiple projects with deadlines, project collaboration, and demonstrates strong feedback loop (open to receiving and providing feedback to colleagues) Thorough documentation and data management Confidence in giving feedback to upper management Minimum expectation of meeting project deadlines 		
Must-have #4: Communication (Internal) <ul style="list-style-type: none"> Ideal: Effectively conveys information, collaborates, and fosters a cohesive work environment with colleagues. This position needs to be the “subject matter expert” at WITS. Meaning they need to collaborate with WITS staff to understand our programs, outcomes, and constituencies. Minimum expectation demonstrates working within a team. 		
Bilingual Spanish Yes or No		
Other comments:		

Overall recommendation: