



**Building
Communities.
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Readers.**

Candidate Resume Review – Chief Program and Strategy Officer

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: Management Experience <ul style="list-style-type: none"> Ideal: 10+ years of management experience in any setting managing a minimum of 5 team members Minimum expectation: 5+ years of experience managing at least one person 		
Must-have #2: Data Analysis/Understanding and Activation <ul style="list-style-type: none"> Ideal: Deep understanding of how to interpret and use data to develop and measure programs Strong ability to connect data to narrative Clear examples of building a systems-level approach around data Minimum expectation: Conducted evaluation in an NPO setting. Demonstrated ability of having used data to make programmatic decisions 		
Must-have #3: Relationship Management <ul style="list-style-type: none"> Ideal: 5+ years of identifying and managing high-level external relationships in support of long-term organizational strategy Specific examples of moving relationships along a growth trajectory Minimum expectation: 1-2 years of general relationship management in any setting 		
Must-have #4: Entrepreneurial <ul style="list-style-type: none"> Ideal: Clear and specific examples of having managed a project from conception to completion Able to identify iterative and replicable successes to apply in other situations. Minimum expectation: Has been part of a team that has brought a concept to scale 		

Must-have #5: Organization Wide Experience

- **Ideal:** Has any number of years in a director level/ C-level position at any organization that has contributed to organization wide strategy
- **Minimum expectation:** Has been part of a minimum director level role that had regular collaboration across departments.

Bilingual Spanish Yes or No

Other comments:

Overall recommendation: