

Candidate Resume Review – Development Coordinator

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, or is curious and excited about developing a career 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>
<p>Must-have #1: Fundraising</p> <ul style="list-style-type: none"> • Ideal: 1+ years' experience with fundraising for a non-profit, for example activated a peer-to-peer campaign. Has experience in sales goal-oriented environment. • Minimum expectation of some experience in sales, client management, project management either in a university or job setting 		
<p>Must-have #2: Writing</p> <ul style="list-style-type: none"> • Ideal: 1+ experience as a development writer and/or writing marketing communications for a nonprofit or in a job or university setting • Minimum expectation of professional writing experience either in a university or job setting 		
<p>Must-have #3: Organization & Time Management</p> <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 		
<p>Must-have #4: Communication (Internal)</p> <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 “glue” or the “utility player” of the development team. Meaning they need to be able to identify next steps in a process, be very comfortable with holding leadership accountable to deadlines. • Minimum expectation demonstrates working within a team. 		

Must-have #5: Communication (External)

- Ideal: Exhibits strong confidence in identifying and reaching out to establish new relationships
- Able to move a conversation forward and knows when to involve others.

Minimum expectation demonstrates a willingness to try regardless of unknown outcomes.

Bilingual Spanish Yes or No

Other comments:

Overall recommendation: