



**Building
Communities.
Empowering
Readers.**

Candidate Resume Review – Development Director

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: 4+ years' experience with fundraising in a nonprofit (corporate partnerships, events, peer-to-peer, individual giving, etc.) • Minimum expectation of some professional fundraising 	1	
Must-have #2: Relationship Management <ul style="list-style-type: none"> • Ideal: Experience in donor cycle of prospecting, cultivation, solicitation, and retention • Has made solicitation asks to constituents • Minimum expectation of customer service background 	1	
Must-have #3: Events <ul style="list-style-type: none"> • Ideal: Managed a gala/ luncheon for a nonprofit • Logistical acumen from concept to execution • Minimum expectation of some experience with events 	2	
Must-have #4: Volunteer Management <ul style="list-style-type: none"> • Ideal: Has managed or supported a volunteer board, junior board, or a committee • Minimum expectation is some knowledge of volunteering 	2	
Bilingual Spanish Yes or No	no	
Other comments:		
Overall recommendation:		