

## Candidate Resume Review – Development Manager

Candidate: \_\_\_\_\_

Resume Reviewer: \_\_\_\_\_

Date: \_\_\_\_\_

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

**3 = Ideal**

**2 = Minimum**

**1 = Unmet**

*NOTE: This resume review is used to identify 3 to 5 candidates who could be a great addition to the WITS team. The scores and comments on these rubrics will help us determine who moves forward to the in-person interview phase.*

Candidate profile: An organized and motivated individual with experience in nonprofit development, sales and/or is 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>
<b>Must-have #1: Fundraising</b> <ul style="list-style-type: none"> <li>• Ideal: 1+ years' experience with fundraising for a non-profit.</li> <li>• Minimum: Some experience in sales, client management, and project management.</li> </ul>		
<b>Must-have #2: Writing</b> <ul style="list-style-type: none"> <li>• Ideal: 1+ experience as a development writer and/or writing marketing communications for a nonprofit or other job.</li> <li>• Minimum: Professional writing experience either in a university or job setting.</li> </ul>		
<b>Must-have #3: Organization &amp; Time Management</b> <ul style="list-style-type: none"> <li>• Ideal: Worked on multiple projects with deadlines, project collaboration, and demonstrated a strong feedback loop (open to receiving and providing feedback to colleagues)</li> <li>• Minimum: Meeting project deadlines.</li> </ul>		
<b>Must-have #4: Communication</b> <ul style="list-style-type: none"> <li>• Ideal: Conveys information effectively, collaborates seamlessly, and clarifies responsibilities. Confidently reaches out to stakeholders, establishes meaningful connections, and advances conversations to an outcome.</li> <li>• Minimum: Willingly attempts outreach and engagement, even when outcomes are uncertain and remains open to learning from the process.</li> </ul>		
<b>Bilingual Spanish Yes or No</b> Yes = 3; No = 1		
Overall recommendation:		