

HIRING THE RIGHT PERSON

IMPORTANT FIRST STEP

You can have the very best plan to succeed, but hiring the right person is also important! Here are a few questions to ask yourself as you hire new staff:

1. Do they have a PROVEN track record of success in the position you are engaging?
2. Have they moved every few years?
3. Do they have a good personality?
4. Are they honest?
5. Will they “fit” in your organizational culture?
6. Are they committed to the organization’s mission?

QUESTIONS TO FIND THE RIGHT PERSON

Hiring the right Annual Gift Officer and Major Gift Officer is a challenge. A poor selection can be very costly! Take your time to qualify candidates. Make the right decision and success will be in your future. Listed below are suggested questions for an interview:

ANNUAL GIVING

1. What are the keys to success in an Annual Gifts Program?
2. What is the best approach to donors in securing an annual gift?
3. How many donors should an AGO manage?
4. How would you manage your schedule with an annual donor?
5. How do you encourage a donor to increase their gifts?
6. What lessons have you learned about the annual gift process during your career?
7. What mistakes have you made during your career?
8. What is your greatest success?
9. What are the touches you should make with an annual gifts donor?
10. Please solicit me for a gift.

MAJOR GIVING

1. What are the keys to success in a Major Gifts Program?
2. What is the best approach to donors in securing a major gift?
3. How many donors should a MGO manage?
4. How would you manage your schedule with a major donor?
5. How do you encourage a donor to increase their gifts?
6. What lessons have you learned about the major gift process during your career?
7. What mistakes have you made during your career?
8. What are some of your successes?
9. How many touches should you make with a major gifts donor?
10. What are the various touches in the major gifts process?
11. Would you solicit me for a gift?

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