**Development Director (DD) Competency Matrix (For Hiring)**

It is easy to allow emotion and biases to impact our hiring practices. A hiring matrix lets logic lead your decisions. This template is for a DD search. Using the example row in yellow you can see that the first column of skills is on the left. The next column weights the skill in terms of importance. The higher the number (10 is the highest) the more important the skill. Then multiply the score by the weight for the final. Total your scores at the bottom right. Numbers don’t lie. Use this as a primary tool in deciding who to hire.

Edit for your organization or priorities. A key step is deciding which skills are most important.

Candidate Name:

|  |  |  |  |
| --- | --- | --- | --- |
| Competency | Weight | Rating | Score |
| **Example: Grant Writing**  Little= -1 Some= 0 Lots= +1 | 10 | +1 x 10 | 10 |
| **Grant Writing/Grant Management** (compliance/follow-through)  none= –1 some= 0 lots= +1 | 10 |  |  |
| **Technology - Software**  (MS Office, video conference, fundraising software, email, listserves, donor databases, CRM, CMS, pulling lists/reports)  little= – 1 some= 0 lots= +1 | 10 |  |  |
| **Technology Competency – Hardware**  (Copier/scanner/printer/conference phones/cameras/projector)  none= -1 some= 0 lots= +1 | 8 |  |  |
| **Event Production** (Hotel, travel, vendors, talent, auctions, invites, etc.)  none= – 1 some= 0 lots= +1 | 10 |  |  |
| **Digital Strategy/Digital fundraising** (social media, etc.)  weak= -1 satisfactory= 0 strong= +1 | 10 |  |  |
| **Writing Skills (persuasion, brevity, strong asks)**  weak= -1 satisfactory= 0 strong= +1 | 8 |  |  |
| **Prospecting Experience** (investigating and compiling funding sources)  none= -1 some= 0 strong= +1 | 5 |  |  |
| **Experience/Competence Working w/ Diverse Populations**  none = -1 some= 0 lots= +1 | 5 |  |  |
| **Materials Development** (fliers, case statements, slide decks, invitations, etc.)  None= -1 some= -0 lots= +1 | 7 |  |  |
| **Interpersonal Communication/Style**  little= -1 some= 0 strong= +1 | 7 |  |  |
| **Oral Communication Skills**  Poor= -1 satisfactory= 0 strong= +1 | 7 |  |  |
| **Background in Nonprofits or Sector**  none= -1 some= 0 lots= +1 | 5 |  |  |
| **Flexible Schedule** (weekends/nights/travel)  none= -1 some= 0 very= +1 | 3 |  |  |
| **Total Score** |  |  |  |

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