



Are We Ready to Hire a Development Director?

The following assessment will help your organization decide if you have the need and infrastructure to support the hiring of a Development Director. Answer each question honestly and thoughtfully in order to truly assess whether your organization is ready. After completing the questionnaire, use the tally sheet to receive your score. Based on your score, a recommended course of action will define if you are ready to hire a Development Director. Be sure to read the Achieve white paper on Development Director or Not and visit www.developmentdirectorornot.com website to find more information about this critical move.

1) Does your organization have a strategic plan?

Yes _____ No _____ Not Sure _____

2) Does your organization have a written fundraising plan?

Yes _____ No _____ Not Sure _____

3) Who created the fundraising plan?

Staff _____ Board _____ Both _____

4) Is this plan approved by the board?

Yes _____ No _____

5) Do board members solicit contributions by asking in person?

Yes _____ No _____ Not Sure _____



6) Do board members thank donors either in person or by phone?

Yes _____ No _____ Not Sure _____

7) Do board members host events to cultivate or steward donors?

Yes _____ No _____ Not Sure _____

8) Who executes the fundraising plan?

Staff _____ Board _____ Both _____

9) Is the staff large enough that administration could be handled by multiple staff members?

Yes _____ No _____ Not Sure _____

10) How many special events do you have each fiscal year?

1-2 _____ 3-4 _____ 5+ _____

11) Does event income represent more than 40% of your annual revenue?

Yes _____ No _____ Not Sure _____

12) Have you had a director of development on staff in the past?

Yes _____ No _____ Not Sure _____



13) Do you have a director of development written job description?

Yes _____ No _____ Not Sure _____

14) Is the director of development position funded for more than one fiscal year?

Yes _____ No _____ Not Sure _____

15) Where does most of your annual revenue come from?

Foundations _____ Corporations _____ Individuals _____

Proceed to the following page to score your answers.



Questionnaire Score Sheet

Based on your answers, fill in each line with the appropriate number for each question. Once you have added your points to receive your score, proceed to the next page to receive your analysis.

- 1) **Yes**-5 points, **No**-1 point, **Not Sure** -3 points _____
- 2) **Yes**-5 points, **No**-1 point, **Not Sure** -3 points _____
- 3) **Staff**-1 point, **Board**-3 points, **Both**-5 points _____
- 4) **Yes**-2 points, **No**-1 point _____
- 5) **Yes**-5 points, **No**-1 point, **Not Sure** -1 point _____
- 6) **Yes**-2 points, **No**-1 point, **Not Sure** -1 point _____
- 7) **Yes**-2 points, **No**-1 point, **Not Sure** -1 point _____
- 8) **Staff**-1 point, **Board**-3 points, **Both**-5 points _____
- 9) **Yes**-5 points, **No**-1 point, **Not Sure** -3 points _____
- 10) **(1-2)** 5 points, **(3-4)** points, **(5+)** point _____
- 11) **Yes**-1 point, **No**-5 points, **Not Sure** -3 points _____
- 12) **Yes**-3 points, **No**-1 point, **Not Sure** -1 point _____
- 13) **Yes**-5 points, **No**-1 point, **Not Sure** -3 points _____
- 14) **Yes**-5 points, **No**-1 point, **Not Sure** -1 point _____
- 15) **Foundations**-1 point, **Corporations**-1 point,
Individuals-5 points _____

- Total Score:** _____



Questionnaire Results

Score of 64-75: You are Likely to Have Success

Scores in this range reflect an understanding of fundraising and how it works. There is a belief that fundraising is successful because the board understands they have a role and are active in the fundraising process. In this case, the expectations of a Director of Development are not solely focused on total dollars raised, but a broader spectrum of fundraising duties.

Score of 63-50: You Still Have Unresolved Issues

Scores in this range raise potential red flags. You should examine who is doing most of the fundraising, what kinds of activities consume the fundraising efforts (events for example), and what the board believes the measurement of success will be for the Director of Development before a hire is made.

Score of 49 or Less: Any Hire Will Likely Be Unsuccessful

Scores of 49 or less indicate major challenges. The overall fundraising program is likely event and grant funding focused. The board is likely not fundraising and prefers to manage the process rather than participate. The organizational culture of fundraising is not strong. Before a hire is made, it might be wise to get outside assistance in identifying the major challenges and how to address them.