

PSR Director of Philanthropy and Development Search

Recruitment Process

Please note that the dates associated with each step in the recruitment process are approximate and are subject to change as circumstances warrant.

Application

If you are interested in applying for the position of PSR's next Director of Philanthropy and Development, please submit [as separate PDFs [via this link](#)] the following:

1. A cover letter directly describing your qualifications relevant to the areas of responsibility, skills and experience outlined in the [position announcement](#);
2. Resume;
3. A minimum of three references (name, title, organization, phone, and email). Please note that references will not be contacted without prior approval from the applicant.

To ensure optimal consideration, please provide these materials by **December 2, 2024**. However, applications will still be accepted and considered after that date.

NOTE: Applications will not be considered complete and will not be reviewed until all of the items requested above have been submitted.

Screening Discussion

If our recruitment team is interested in learning more about you for the position after evaluating your resume and cover letter, your application will be advanced to the screening discussion phase. This phase will involve a one-on-one telephone conversation with a recruitment team member.

This initial discussion will allow us to learn more about your experiences and specific skills relevant to this position. It will also allow you to ask questions about PSR and the position.

Estimated timeframe: between Monday, January 6 and Friday, January 17, 2025.

Interview

After completing the screening discussion phase, our recruitment team will determine if they wish to advance your candidacy to the interview phase. The interview allows you to meet with our recruitment team and will be conducted remotely via Zoom.

Estimated timeframe: between Monday, January 20 and Friday, January 24, 2025.

Performance Task

Following the initial interview, our recruitment team will identify a select number of candidates to advance to the next round. These candidates will be asked to complete a performance task.

Estimated timeframe: between Monday, January 27 and Friday, January 31, 2025.

Second-Round Interview

Following the evaluation by our recruitment team of your response to the performance task, our recruitment team will determine if they wish to advance you to a second round of interviews with members of the PSR board of directors, selected chapter leaders, and PSR's national staff. Second-round interviews are designed to be informal and allow you to "interview" us! These interviews will also be conducted remotely via Zoom.

Estimated timeframe: between Monday, February 3 and Friday, February 7, 2025.

Recruitment Team Debrief

Once the interview phase has been completed, our recruitment team will meet to identify our finalist candidates. Depending on where things stand, our recruitment team may request additional dialogue with top candidates.

Estimated timeframe: between Monday, February 10 and Friday, February 14, 2025.

Reference Check

Once the recruitment team has identified top candidates, the next step is to complete reference checks by recruitment team members. You will be asked to provide names, titles, contact information, and affiliations for at least three references, one of which should be a direct supervisor.

Estimated timeframe: between Monday, February 10 and Friday, February 14, 2025.

Background Check

After completing a reference check, our recruitment team will select the candidate they wish to extend an offer of employment to, at which point a background check will be conducted. This process is outsourced to a third party and consists of confirming information provided on your application, including employment history, education, and criminal record.

A financial background check will also be conducted.

Estimated timeframe: between Monday, February 10 and Friday, February 14, 2025.

Employment Offer

Once all checks have been completed, our recruitment team will select our final candidate. If selected, you will be contacted via telephone by the Executive Director with a verbal offer to discuss salary, start date, and other important information. If you accept the verbal offer, our human resources lead will follow up with an official offer letter. Once you sign and return the offer letter, we will start you on the onboarding journey as PSR's new Director of Philanthropy and Development!

Estimated timeframe: between Monday, February 24 and Friday, February 28, 2025.

Start Date

Our goal is to fill this position and have our new Director of Philanthropy and Development in place no later than April 1, 2025.

Frequently Asked Questions

What if I encounter difficulty submitting my application materials?

Should you encounter any difficulty submitting your application materials via the link provided in the position announcement, please reach out to employment@psr.org.

How will I know if my application materials were received and are considered complete?

Once you submit your application materials via the link provided in the position announcement, an automatic reply will be sent to your email upon receipt in our system. Be sure to check your junk folder in the event that the auto-reply email may be identified as spam by our email preference settings.

You will also receive a follow-up email directly from us confirming that your application materials are considered complete.

Can I expect to hear from someone?

We value the time investment each candidate demonstrates by submitting their profile for consideration. We are fortunate to receive multiple resumes for employment opportunities with PSR. We carefully review all applicant credentials to determine who meets or exceeds our

specifications for candidacy. Due to the anticipated large response, we regret that we won't be able to provide all applicants with a personal response but will be reaching out to select candidates for initial telephone screens.

Will I be informed if I am not selected?

Yes, we are committed to communicating the status of your application with you throughout the process. If you are not selected to move on at any stage in the process, you will be promptly notified.

What if I need accommodation during the recruitment process?

PSR is committed to the inclusion of all qualified individuals in the hiring process and encourages candidates from all backgrounds to apply, including but not limited to those with disabilities. If you require reasonable accommodation(s) to participate in the application or interview process, please contact employment@psr.org.

Who can I contact if I have additional questions?

We respectfully ask that you do not call our office with questions or inquiries.

Questions and inquiries may be directed to: employment@psr.org. Our recruitment staff will make every effort to respond to all emails received in a timely fashion. However, due to number of applications we typically receive for open positions, we are not able to guarantee a response to each and every email.