

CLRJ Transition Support Summary of Needs - October 2019

PERSONNEL - Costs associated with the time required for all staff to participate in the transition process - from 15% to 25% of all staff members.

PLANNING AND TRANSITION MANAGEMENT

Consultants

- Transition Coordinator/Liaison
 - Schedule/lead regular check in meetings
 - Support with Board integration into transition planning
 - Research and coordination of team-building logistics
 - Facilitation of Retreat/ Working Meeting #1
- Development/Foundation Fundraising Support
- Support the Exit Process of the Associate Director by guiding the creation of an Exit Memo and Interview with the Executive Director, Board of Directors and relevant staff members

SEARCH, RECRUIT, AND HIRE

Search Firm - we are contemplating this idea for a potential development/finance position at a senior level. We have previously utilized a search firm, but we are not certain if this will meet our needs this time around.

LEADERSHIP DEVELOPMENT, TEAMBUILDING & SUSTAINABILITY

Teambuilding

- Team Building Retreat - two days in late Fall 2019 or early 2020
 - Transition related working and team building session (facilitated by Transition Coordinator - see above)
- Team Building Retreat - two to three days in Spring 2020 - once we complete any new hires made. Purpose of the retreat would be to evaluate/assess how things are working, provide opportunity for all staff and board to build critical relationships.

Professional Development

- Coaching for Executive Director and Director of Programs
- CNM Nonprofit Management Certificate Program for new Director of Programs
- Management/Supervision training for new supervisors
- Coaching/Mentoring for new Policy & Communications Coordinator (Board of Directors will provide)
- Funds for trainings or conferences for Community Organizer, Policy & Communications Coordinator (\$1K for conference?)
- Funds for skills building trainings for Communications Director, Grants Manager, and Finance and Operations Manager in the areas of digital security, fundraising, prospecting, labor law,
- Funds for board members' participation in fundraising conference