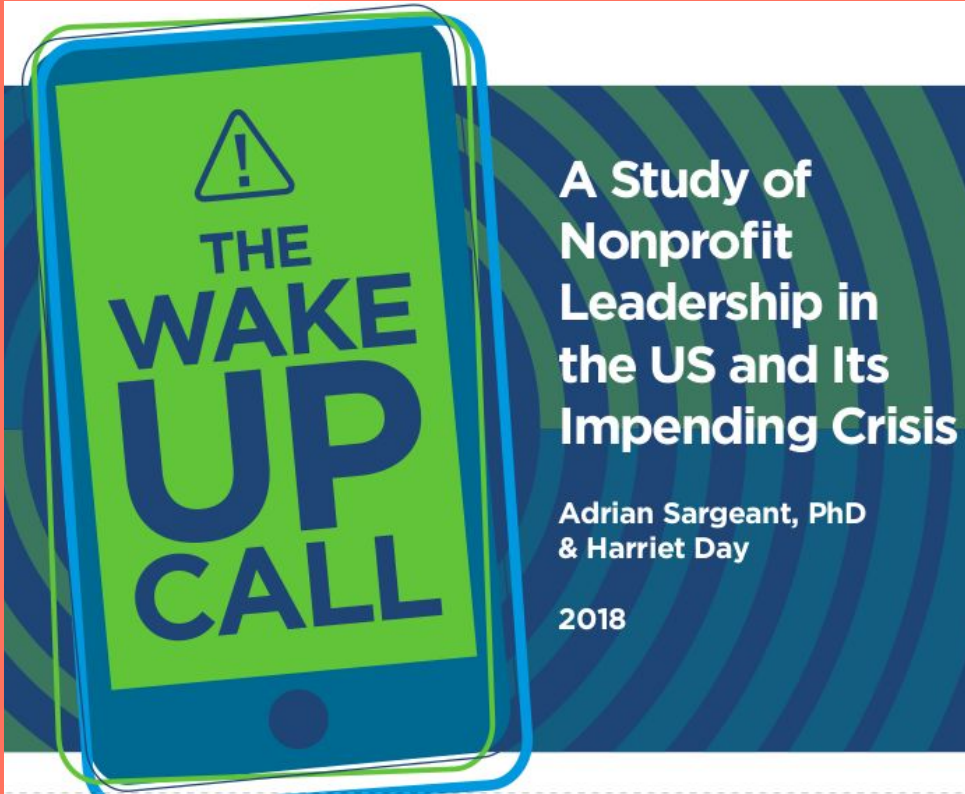


Building Your Next Leaders



INGRIDKIRST
Consulting

MM
MISSION
MATTERS



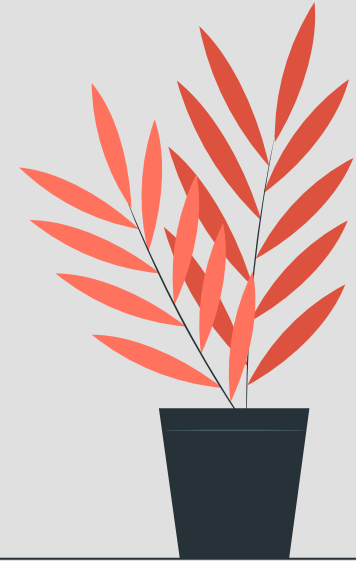
Data shows that:

- 67% of executive directors plan to leave their position in the next 5 years
- 78% of nonprofits don't have a succession plan

Purpose of Succession Planning



Create a continuity of leadership at all levels to sustain the organization and safeguard its mission.






**What not to
do...**

Having the “talk”

 **Acknowledge
the emotions**

 **Focus on the
organization**

 **Share stories
of other
transitions**



01



Emergency Succession Planning

For all positions

Emergency Succession Policy

Succession Policy for (Nonprofit Organization)

The Board of Directors recognizes that a policy for contingencies due to the unavailability or departure of the Executive Director represents sound governance. The Board annually reviews the job description of the executive director as part of an annual executive evaluation process. The current job description is attached.

Should a situation arise that will create a short-term or long-term vacancy in the Executive Director position, the board has approved the following definitions and processes to be carried out.

DRAFT






IN THE EVENT OF A TEMPORARY, UNPLANNED ABSENCE A Vacancy in the Executive Position Less Than Three Months

A temporary absence is one of less than three months in which it is expected that the Executive Director will return to his or her position once the events causing the absence



Succession Plan for Each Key Position



-  Key tasks
 -  Backup for each task
 -  Annual calendar
 -  Key contacts
 -  Login information
-

Discussion



What progress have you already made on emergency planning?



What will you do in the next two weeks?



02



Leadership Development Planning

For all positions

Job Descriptions

- 📌 How accurate are they? How realistic? What will the next person be able to do?
- 📌 Include the board and key volunteers!




Leadership Development Plan



 **Intentional
Planning**

 **Relevant
Training**

 **Coaching**

 **Consistent
Performance
Appraisal**

 **Skill Assessment**

Discussion

What is one leadership development practice you have implemented?



What is one concrete step you will take in the next two weeks?

03

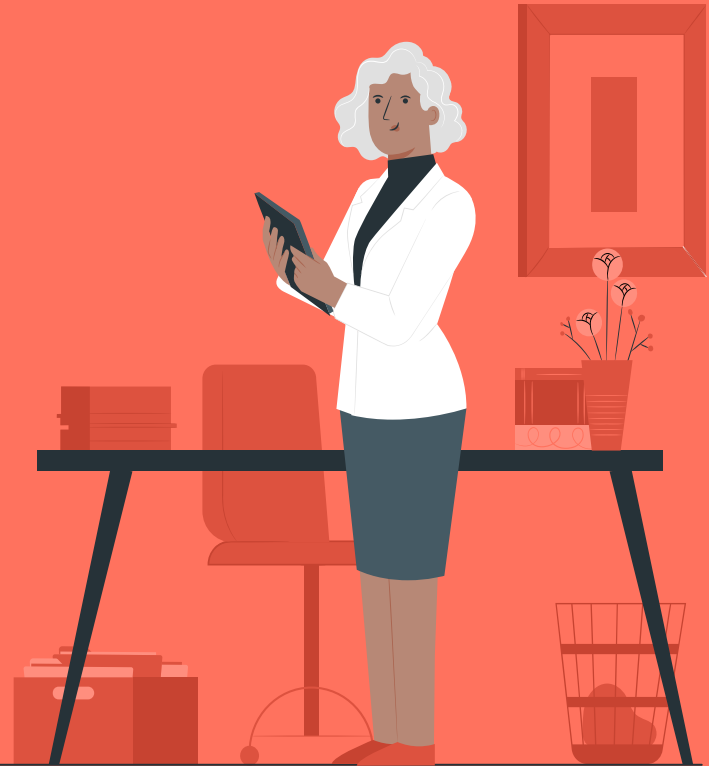


Reduce Burnout

Reclaim your time!

Reduce Burnout

- Evaluate current jobs and job descriptions
- Prepare a path for real vacations and sabbaticals
- Encourages growth and development



**Review your
plans
annually!**



Successful Transitions

A program from Ingrid Kirst Consulting

- **Custom training and coaching**
- **Support to complete the plan**
- **Free one-hour call to explore your current plan**



Learn more at ingridkirst.com/Central

Leadership Development



Executive Leadership Cohort

-  **A program from Mission Matters**
-  **EDs and CEOs – in role 3 years or less**
-  **Coaching, Consulting, Connection**
-  **10–month program**
-  **Sustain yourself and your organization for the future**



Email: lynne@mission-matters.com for more information!

Templates and Resources: ingridkirst.com/central

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