

## **Charities Review Council Executive Director 30/60/90 Day Plan**

July 22, 2012

### **Listening & Learning Tour**

- Leverage Meet & Greet schedule (M&G)
  - Created in partnership with Staff and EC with line of sight to the BOD
  - Ensure staff and BOD are included in meetings where appropriate
- Develop key objectives for each category within M&G

### **Vision & Strategic Development**

- Begin visioning for 2016
  - Capture heart and mind of constituents
    - What's next for CRC
    - What do we want to be saying and have people say about us
- Explore new business opportunities as informed by Listening & Learning Tour
- Creatively address and evaluate partnership opportunities

### **Board of Director Involvement**

- Ensure planning and execution of Strategic Planning & Board Retreat for October 11 Meeting
  - Evaluate Brand Platform developed by Tunheim
  - Wilder Research study on impact of Accountability Standards
  - Presentation on Competitive Analysis by St. Kate's
  - Leverage initial findings from Listening & Learning Tour
- Committee management

### **Community Partnership and Advocacy**

- Listening & Learning Tour
- Search for and/or create cultural competency leadership and revenue generating opportunities.

### **Resource Development**

- Ensure on track to renew grants from 2011
- Cultivate list of potential donors to include in M&G
- Secure new funding in 2012
  - \$10k in 2012 forecast for annual operating budget
  - Campaign for Growth

### **Management of Staff**

- Orientation led by Cindy Kleven (August 8)
- Weekly statuses with direct reports
- Bi-Weekly statuses with remaining staff

### **Financial Planning and Management**

- One-on-One training with Associate Director and Treasurer on Financials
- Review of Audit and potentially meet with Auditor
- Begin planning for 2013 budget approval by BOD in December