



### Checklist of Items an Executive Director Applicant Must Submit:

1. A Cover Letter
2. Completed ISGB Questionnaire
3. Name, title, telephone, mailing address, and email address of three references along with notation "may contact" or "may not contact until notifying me first".
4. A resume or curriculum vitae (CV) listing your education, relevant professional employment, and volunteer work.
5. A separate narrative statement describing how you meet each Executive Director Core Qualification (Operations and Management, Program Development, Communications, Budget and Finance, Board and Staff Relations). Your narrative statement shall not exceed two (2) pages using 12 point Times New Roman or Arial font with one inch margins.

Documents submitted electronically should be in MS Word or PDF compatible format.

Submit applications to: [\*\*education@isgb.org\*\*](mailto:education@isgb.org)

Applications will be reviewed as they are received. Telephone interviews will be conducted first, followed by face-to-face interviews as applicable.