



MINNESOTA SPORTS FACILITIES AUTHORITY

EXECUTIVE DIRECTOR DRAFT SEARCH TIMELINE

DATES	ACTIVITY	INVOLVEMENT
Week of June 8	Discovery & Role Design <ul style="list-style-type: none">- Kickoff meeting- Assemble background info (MSFA)- Create email list of contacts to share opportunity (MSFA)- 1:1 discovery meetings with senior leaders, direct reports? (B L)- Position Profile (B L)- Hold times for candidate review & interviews (MSFA + B L)	B L, MSFA
Week of June 15	Public Recruiting (6/17-8/7) <ul style="list-style-type: none">-Public job posting (B L)-Promotion of the role via B L professional and social channels (B L)-Applicant management, acknowledgment, and communication (B L)- B L screen and interview qualified candidates to build slate (B L)	B L, MSFA
Week of July 27	Criteria & Scoring Review Meeting	MSFA (with B L guidance)
Week of August 17	Select Candidates for Interviews	MSFA
Week of August 24	First Round Interviews (recommend 45 minutes via Zoom)	MSFA (with B L guidance)
Weeks of September 7 & 14	Second Round Interviews (recommend 75 in person)	MSFA (with B L guidance)
Week of September 21	Conduct References & SKS assessments	B L
Week of September 28 & October 5	Finalist Interviews	MSFA (with B L guidance)
Week of October 12	Finalist Selected	MSFA
October 15	Board Votes to Approve Finalist	
November 16	Prospective Start Date	MSFA