

FHS President/CEO Search Application Process

The selection of the next President & CEO of the Forest History Society is one of the most important decisions the FHS Board will have during the next year. It intends to take all steps to ensure a high quality group of candidates and to determine who best will lead the organization into the future. The following general timeline is envisioned but may be modified at any time. It is expected that the search will continue until a suitable candidate is found and accepts the position.

June – August, 2022 – Announcements, publicity, and recruitment

September 15, 2022 – Applications due in order to receive full consideration

September, 2022 – Review of applications and interview scheduling

October, 2022 – Interviews conducted

November, 2022 – Negotiations with selected candidates

December, 2022 – Letters of commitment and contract signed

April 29, 2023 – New president Introduced at the spring board meeting

April – June, 2023 – New President/CEO arrives with 2 -4 week overlap with current CEO

Application Procedure:

Interested applicants are requested to provide a complete CV or resume describing their professional and academic credentials along with a letter of interest as it pertains to the position. The letter of interest and CV should be emailed to Janet Askew, Assistant Director for Administration, at janet.askew@foresthistor.org. All applications will be considered confidential.

The following questions provide guidance for the letter of interest but the content of the letter does not have to be limited to them:

Please address the following in your letter of interest:

1. Describe your work experience as it relates to the position.
2. Describe your ability to articulate and advance a vision of forest history and its significance to academic and public audiences.
3. What stands out to you as most significant in the recently finalized 2022-2032 FHS Strategic Plan, and why? What do you see as the greatest challenges? How would you go about addressing those major challenges?
4. What are your major experiences and results in fundraising efforts? Describe your familiarity with corporate, foundation, individual and/or family fundraising? Do you have any experience with planned giving?
5. What do you envision the relationship should be between the board and the CEO? What specific means and methods have you used to ensure effective organizational management? Describe your experience with managing budgets.

6. How would you describe your primary leadership style? Give some examples. What attributes of leadership would you bring to FHS that you believe would be most effective, and why?
7. Describe your commitment to Diversity, Equity and Inclusion (DEI).

Applications will be reviewed by a committee of the Board of Directors. Those selected to interview will be expected to travel to Durham, NC for a meeting with the Search Committee, to meet with FHS staff, and visit Durham, NC. Following interviews, the Committee will determine whether to recommend a candidate to the full board or to continue the search.

Criteria for Selection:

The Committee will consider a broad set of criteria including work experience, academic standing, leadership potential, fundraising acuity, alignment with FHS values, understanding of the role of the FHS, abilities to communicate orally and in writing, grasp of technology, innovativeness, and commitment to diversity, equity, and inclusion.

Inquiries about the position may be made by contacting Lynn Wilson, Search Committee Chair, WILSONNL2020@GMAIL.COM. For technical questions about the application process or to arrange for a visit to the Society's headquarters, call 919-682-9319.

The Forest History Society (FHS) is an equal opportunity employer. All applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. FHS is committed to providing employees with a work environment free of discrimination and harassment. The Society's values and strategic plan support its goals to achieve diversity of both staff and the Board of Directors. FHS is a non-advocacy organization and serves its members and the general public without bias or discrimination. It is committed to documenting the diversity of peoples' relationships and experiences with forests through time and encouraging all individuals and groups to share their stories and perspectives.