

## **Organizational Development & Sustainability**

1. **You've led two organizations through similar growth stages. Can you walk us through how you approached building sustainable systems in a part-time or solo role?**  
*(Looking for experience aligning with EMO's need to build a sustainable operational model.)*

## **Information & Communication Systems**

2. **At CCCC, you introduced structured content and automated workflows. What platforms or processes did you find most effective for a volunteer-led environment like EMO?**  
*(Evaluates tool familiarity and experience optimizing remote, member-driven workflows.)*

## **Policy & Documentation**

3. **Tell us about a time you created or revised internal policies for a nonprofit. How did you ensure buy-in from a volunteer board or committee?**  
*(Connects to EMO's request for help drafting internal policies.)*

## **Member & Stakeholder Communication**

4. **You mention managing national communications and inboxes. How do you prioritize and manage communication with diverse stakeholders, including members, students, and partners?**  
*(Tests communication system design and responsiveness.)*

## **Financial Oversight**

5. **You've worked closely on CRA compliance and financial planning. How comfortable are you assisting a Treasurer with budgeting, invoicing, and grant tracking?**  
*(Assesses readiness to support EMO's Treasurer directly.)*

## **Strategic Planning & Remote Collaboration**

6. **In a remote setting with no other staff, how do you stay aligned with leadership priorities and ensure collaborative planning with a volunteer Executive Committee?**

*(Assesses independence, collaboration, and adaptability.)*

### **Fundraising & Grant Writing**

7. **Can you share an example of a successful grant you've written or a fundraising strategy that yielded measurable results?**  
*(Relates directly to EMO's fundraising goals.)*

### **Website & Technology Use**

8. **You list website maintenance and digital tools like Monday.com and Canva. Can you describe a project where you used these tools to enhance information management or public outreach?**  
*(Evaluates technical fluency and alignment with EMO's toolset.)*

### **Governance Support & Committee Work**

9. **What has worked well for you when supporting board or committee meetings—especially in terms of agendas, minutes, and follow-up?**  
*(Probes organizational and administrative detail.)*

### **Adaptability in Role Evolution**

10. **This role will evolve. How do you manage changing responsibilities and shape your own workflow in a new position?**  
*(Addresses flexibility and initiative in a new, evolving role.)*