

NASBA Executive Admin Hiring Timeline

Retirement Date: December 31, 2026

Required Overlap: 3 months (+February as/if needed)

January–February 2026 – Planning & Role Definition

- Assess current duties and identify any changes needed in the updated job description.
- Confirm salary range, benefits, and internal approval.
 - **\$45-\$55k**
- Review current workflows, annual calendar, and high-volume times to shape onboarding.

Recruitment Preparation

- Finalize job posting, skills requirements, and interview questions.
- Map where to post (ASAE, LinkedIn, broadcasting/state associations, referrals).
 - Suggest internally and to those who have expressed interest
- Establish the interview panel, screening rubric, and evaluation process.
 - Executive Committee (sans Dave Arland)
 - Past Presidents Oscar Rodriguez, Michelle Vetterkind, Wendy Paulson

March 2026 – Job Posting Launch

- Officially post the position and circulate through all networks.
 - Jim Present to SBA's at SLC
- Begin reviewing applications weekly.
- Resume's to **Wendy Paulson** email
 - Who is the review/interview committee
 - EC (sans Dave Arland)
 - Past Presidents (see above)

June Interviews & Selection

- Conduct initial phone/video screenings.
- Conduct full interviews with top candidates.
- Interview finalists with leadership and board representatives if appropriate.
- Check references and select final candidate.

July Offer & Confirmation

- Extend the offer and finalize employment terms.
- Confirm a start date of **November 1, 2026** to ensure a suitable overlap with Susan.

Training Overlap (November 1–February 28th, 2027)

November 2026 – Month 1: Orientation & Foundational Training

- Begin pre-boarding: technology setup, onboarding schedule, and background checks if needed.
- Organizational overview, introductions to members and partners.
- Training on administrative systems, software, scheduling, and board communication.
- Manage routine scheduling.
- Draft communications for review.
- Support fall board prep and meeting logistics.
- Begin taking ownership of recurring tasks.

November – December: Process Training

- Event and meeting planning procedures.
- Financial workflows (invoicing, budgeting support, vendor management).
- Document workflows, templates, passwords/access lists, and annual cycle tasks.

December – January: Hands-On Workload

- Lead administrative responsibilities with the retiring assistant as a backstop.
- Manage travel scheduling and membership support.
- Participate in annual meeting planning.

Final Transition

- Complete full transition of duties.
- Conduct final knowledge-transfer meeting with leadership.
- Outgoing assistant retires on **December 31, 2026**.

January – February 2027: Independent Operation

- Run daily operations mostly independently.
- Outgoing assistant shifts to quality control and troubleshooting.