

Village Administrator Search Proposal



Casey Liakos, Vice President
QTI Executive & Professional Search, Inc.
608.257.1057 | Casey.Liakos@QTIGroup.com

THE *QTI* GROUP

Our work is people.

Because people are the heart of every business.

For over 65 years, we've been an active member of the business community. With a Midwest focus and national expertise, our Staffing, Recruiting, and HR/Compensation Consulting teams connect organizations with the solution that is right for their organization.



Recruiting

Executive, Professional and Board of Directors search practice

Staffing

Industrial & administrative placements from temporary to direct hire

Total Rewards Consulting

Total Rewards, Compensation Consulting, Hogan Assessments, and Employee Engagement



Overview of The QTI Group and its Executive Search Practice



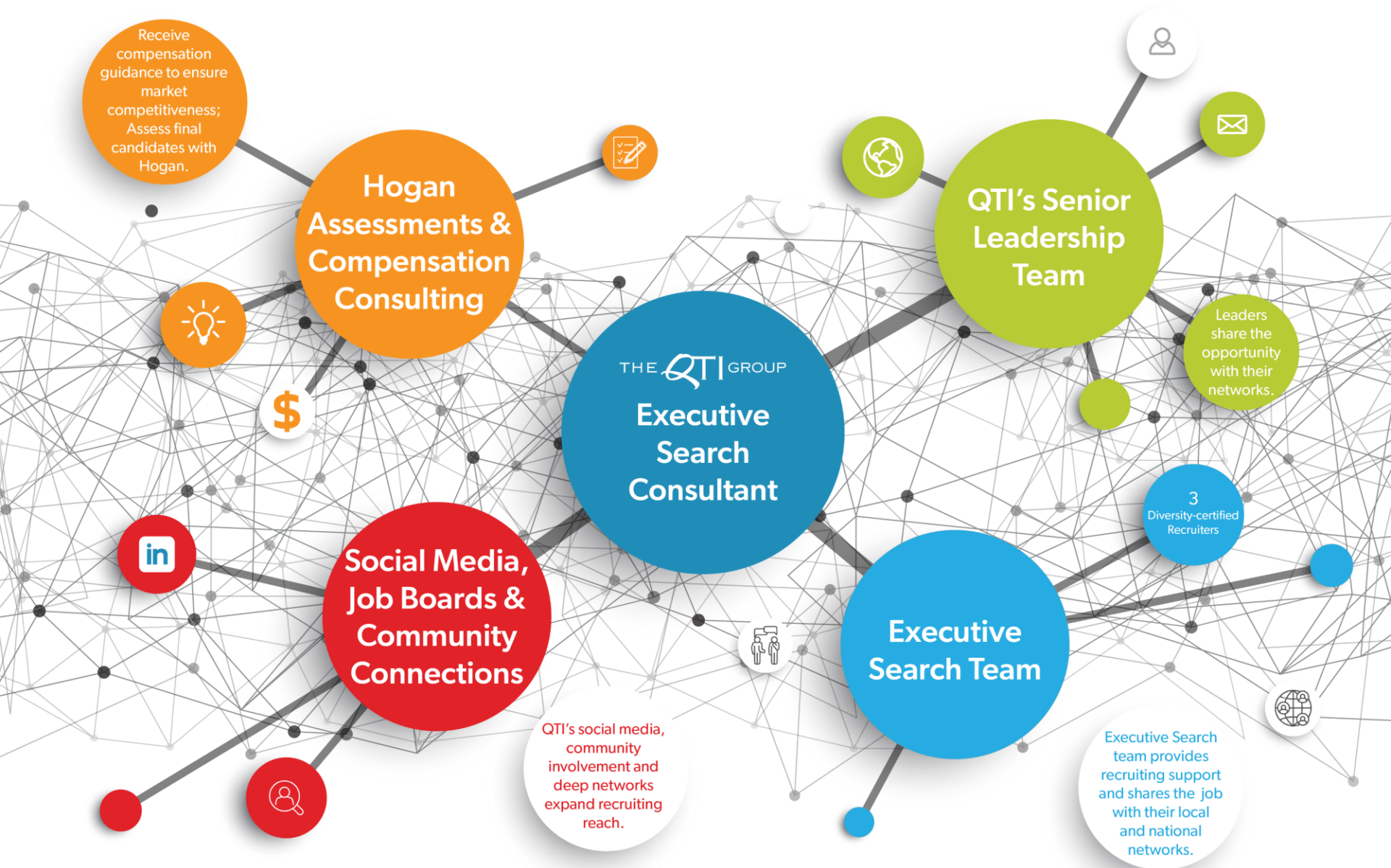
Established in 1957, The QTI Group (QTI) is a privately owned recruitment, and human resources (HR) firm headquartered in Madison, WI. QTI's extensive experience in professional and executive recruiting, staffing solutions, and HR/Compensation consulting services has been instrumental in helping organizations reach their potential through people.

QTI's Executive and Professional Search practice has a proven track record of placing candidates in roles from mid-level management up to the C-suite for private and nonprofit associations for over 28 years. QTI's search team is a diverse group of tenured and dedicated search consultants, each with specializations and industry expertise. This team includes three diversity-certified recruiters, demonstrating our commitment to inclusivity and understanding the unique needs of our clients.

What truly sets QTI apart is our people, who are the heartbeat of our organization. Guided by our core values of Quality, Talent, and Integrity, they are genuinely invested in the success of organizations and employees. We prioritize understanding your organization and working with you to chart the best path forward. Throughout, we remain adaptable, ensuring consistent and transparent communication to maximize our impact together.

- QTI was established in 1957
- Executive search practice was established in 1996
- Three diversity-certified recruiters on staff
- Deep non-profit executive search experience
- Core values of Quality, Talent, and Integrity

QTI's Powerful Network



QTI Executive Search Process Details



Planning	Active Search & Interview	Selection	Hiring	Transition
2-4 Weeks	4-6 weeks	2-4 weeks	1-2 weeks	TBD
<ul style="list-style-type: none"> Initial meeting: identify leadership needs, analyze organizational structure and culture, and set expectations and strategic direction. Establish a complete search timeline upfront with Village of Kronenwetter. Initiate compensation study (optional). Opportunity profile and other marketing materials created. Identify target sectors, companies, and individuals. Establish communication plan. 	<ul style="list-style-type: none"> Execute the approved advertising and marketing campaigns. Identify and contact prospects through our networks, viral marketing approaches, e-recruiting, and advertisements. Interview and evaluate candidates via phone or Zoom video. Continuous client updates and feedback. Qualified candidates and a detailed summary will be provided to Village of Kronenwetter as identified. 	<ul style="list-style-type: none"> Coordinate the first round of interviews with Village of Kronenwetter. Coordinate the final round of interviews with Village of Kronenwetter. Assess finalists using Hogan Assessments (optional). <p><i>*The selection process is flexible based on your needs and style. Our consultants will work with you to design a selection process that best fits your organization.</i></p>	<ul style="list-style-type: none"> Conduct personal and business references and background checks. Consult and support the decision-making process as needed. Conduct and facilitate offer negotiations. Consult on communications strategy and press release if desired. 	<ul style="list-style-type: none"> Support Village of Kronenwetter's transition plan and be a resource for the selected candidate during the transition and onboarding process. Share transition and onboarding best practices.

QTI's Commitment to Diversity

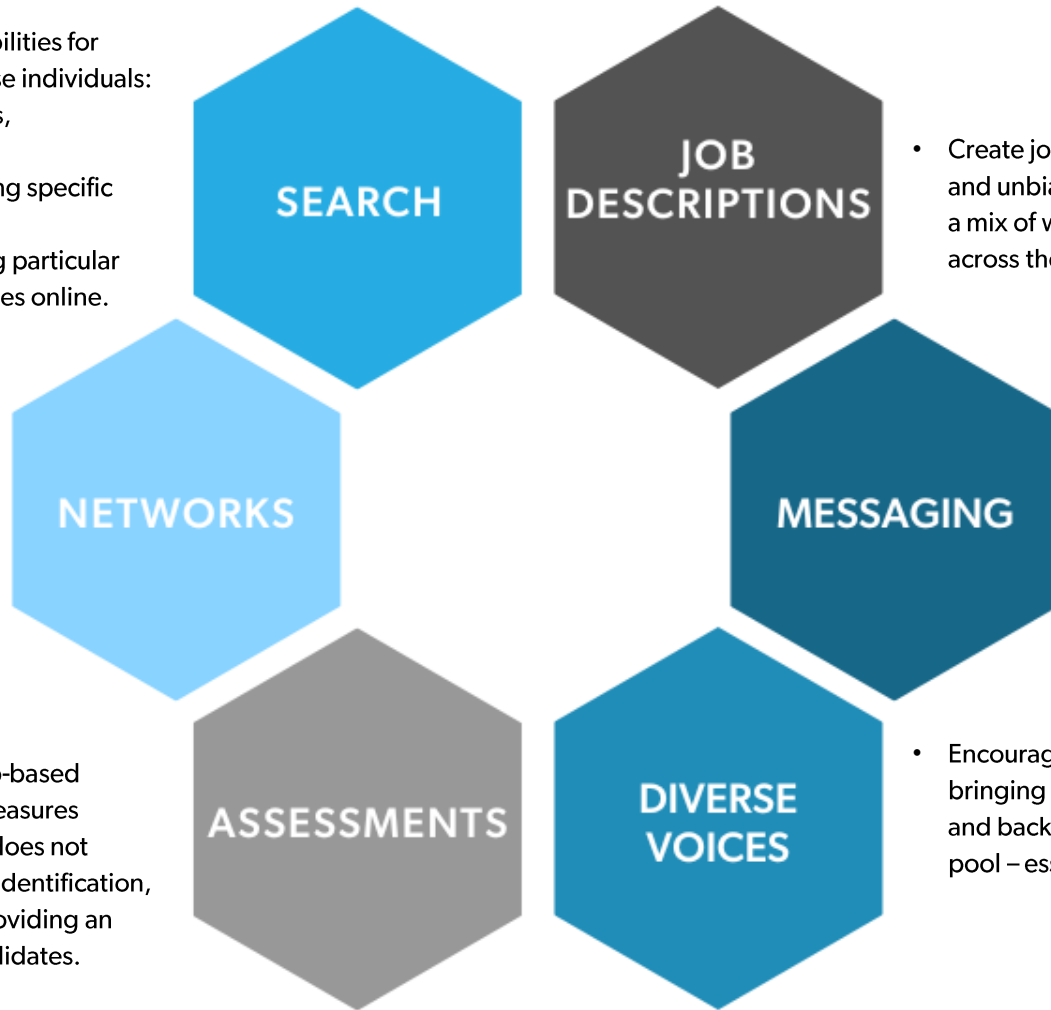


The QTI Group is deeply committed to helping organizations reach their full potential through people. We believe every employee must feel a sense of purpose, belonging, and value that encourages them to do their best work and foster a positive workplace environment. Led by our Belonging, Inclusion, and Diversity Committee (BID), we are committed to developing strategies and action plans that foster employee inclusion. Standing together as a community, we will continue to do the work to understand ourselves and each other so we can build a society that provides equitable opportunities for all.

We approach all partnerships with an inclusive mindset. In tandem with our clients and search committees, we ensure we deliver a diverse talent pool of qualified candidates. From the candidate's perspective, our goal is to provide them with the opportunity to be their authentic selves throughout the process.

Recruiters at QTI receive diversity recruiting training on topics such as interviewing, writing unbiased job descriptions, and more. We are fortunate to have three certified diversity recruiters on our team who can provide additional guidance and support.

- In-depth internet search capabilities for locating communities of diverse individuals: city statistics, community news, professional awards reviews.
- LinkedIn searches and accessing specific diverse LinkedIn Groups.
- Boolean (AIRS) searching using particular words to find diverse candidates online.
- Long-standing network in diverse local and national communities.
- Network across Wisconsin and nationally with diverse talent and BIPOC colleagues; share job openings and work to help each other advance.
- Use Hogan Assessment: a web-based assessment that objectively measures personality and traits. Hogan does not know someone's sex, gender identification, or racial identification, thus providing an unbiased tool to measure candidates.



- Create job descriptions that use inclusive and unbiased language, carefully choosing a mix of words that attract candidates from across the gender and racial spectrums.
- Create messaging that includes inclusivity in the workplace, which many diverse candidates believe is just as important as diversity.
- Encourage diverse voices at the table, bringing a broad perspective of thought and background to assess best the talent pool – essential if using a search committee

Diversity Recruitment Resources

QTI Executive Search – Successful Placement Examples

- **Aptiv** | *CEO*
- **Boys and Girls Club of Dane County** | *CEO; COO; Director of Development*
- **Dane County Housing Authority** | *Executive Director*
- **Downtown Madison, Inc.** | *President*
- **Edgewood High School** | *President; Principal*
- **Edgewood College** | *VP of Institutional Advancement; VP of Student Development*
- **Edgewood Campus School** | *President*
- **Discovery World Science and Technology Museum** | *Executive Director*
- **Foundation for Madison’s Public Schools** | *Executive Director*
- **Forward Janesville** | *President & CEO*
- **Goodwill of Southcentral Wisconsin** | *Chief People Officer; VP of Retail*
- **Graduate School of Banking** | *President & CEO*
- **Greater Madison Chamber of Commerce** | *President*
- **Habitat for Humanity of Dane County** | *CEO, Director of ReStores*
- **Iowa Bankers Association** | *President & CEO*
- **Madison Community Foundation** | *President*
- **Madison Development Corporation** | *CEO*
- **MadREP** | *President & CEO*
- **Make-A-Wish Foundation of WI** | *Director of Finance and Operations*
- **Operation Fresh Start** | *Executive Director; Director of Finance*
- **Oshkosh Area United Way** | *President & CEO*
- **Pres House** | *Accounting & Finance Manager*
- **River Food Pantry** | *Executive Director*
- **Saris Cycling Group Inc** | *CFO*
- **Second Harvest Foodbank** | *CEO; Director of Development*
- **St. John’s Ministries** | *Executive Director*
- **The Road Home** | *Executive Director*
- **Three Gaits** | *Executive Director*
- **United Way of Brown County** | *President & CEO*
- **United Way of Dane County** | *President & CEO*
- **United Way of Wisconsin** | *Executive Director*
- **University of Wisconsin Foundation** | *CIO; CFO; Controller, CHRO*
- **Urban Land Interests** | *President, Director of Commercial Facilities, Ops Support Manager, Property Manager, Director of HR*
- **Wisconsin Partnership for Housing Development** | *Executive Director*
- **Wisconsin Housing Preservation Corporation** | *CFO*
- **Wisconsin Statewide Health Information Network** | *CEO*
- **YMCA of Dane County** | *CEO*
- **Zoological Society of Milwaukee** | *President & CEO*



Selection Assessments

As part of the executive search process, it is highly recommended to administer Hogan's Selection Assessments. These assessments help ensure that candidates fit the company's culture well by identifying potential performance risks, exploring strengths and values, and understanding their problem-solving approaches and tactical thinking. Hogan Assessments can help reduce biases, lower turnover rates, boost employee satisfaction, and foster a strong organizational culture when integrated into the selection process. QTI strongly recommends using Hogan Assessments for Village Administrator finalists.

Why Hogan Assessments?

- **Research:** *30+ years of independent research.*
- **Reputation:** *Hogan tools measure a person's reputation – how others will likely describe an individual.*
- **Prediction:** *Identification of candidates that will perform and fit in the organization.*
- **Context:** *Framed for workplace selection and development.*

Additional Executive Search Service Offerings



QTI's Consulting Practice by the Numbers

- Industry leading Net Promoter Score: *91*
- Average client score on likelihood to recommend QTI Consulting: *9.7 out of 10*
- Average client score on likelihood to choose QTI Consulting for next total rewards/HR Consulting need: *9.7 out of 10*
- *72%* of clients re-engage QTI at least every three years.

Compensation Consulting

QTI's Consulting practice helps organizations demonstrate employee value through effectively designed HR, compensation, benefits, and total rewards programs.

If desired, QTI's Compensation Consulting team can review the reasonableness and competitiveness of base pay and total cash compensation (base pay plus short-term incentives) for the Village Administrator role.

Team of Experts

We help you select the talent to take your organization forward with a team of tenured and dedicated search consultants backed by specializations and industry expertise. We take the time to understand your business strategy and organizational culture at a deeper level and find candidates with skills and culture fit to meet your needs.

Proven Methodology

Our team leverages a broad array of search tools, robust research, and national QTI networks to attract qualified talent. We build collaborative partnerships and are committed to transparent communication throughout the search.

Experience

We offer deep experience in executive search paired with a strong understanding of the local, state, and national job market.

Candidate Experience

QTI cares deeply about the candidate search process and promises a consistent, confidential, caring, and equitable search experience.

More Than Search

With QTI, you gain access to a wealth of HR expertise. Our compensation consultants can ensure pay is commensurate with the market; our certified Hogan consultants can provide personality insights to ensure role and culture fit.

Strong Process

Our commitment to the process timeline results in a smooth search process that is completed efficiently and effectively.



Superior Results

We have a proven, successful track record of engaging candidates with the right skills, experience, and cultural fit. We have a 100% success rate in retained search arrangements, and candidates we place stay in their roles. We guarantee our work.

Comprehensive Pricing Breakdown



Search Fees

- Our unique pricing model ensures our clients have the dedicated resources and undivided attention required for success. Our approach alleviates the upfront expense of traditional retained search and fosters performance-driven results.
- QTI will bill Village of Kronenwetter a fee equal to 25% of a placed candidate's first-year total targeted cash compensation, including base salary, signing bonus, estimated annual performance bonus, and any other cash incentives. QTI's fee includes a \$2,000/monthly search fee and is billable upon initiation of the search. The final invoice, billed upon confirmation of a formal acceptance of the offer, will reflect the total fee less any previously paid search fees.
- QTI includes a 90 day guarantee. If Village of Kronenwetter hires an introduced candidate and the candidate leaves Village of Kronenwetter within 90 days of their start date, QTI will conduct a replacement search for the same positions with no additional search fees.

Advertising Costs

- The QTI Group will develop an advertising plan with input from Village of Kronenwetter. All paid advertising purchased outside QTI's standard advertising will be billed at cost, with prior approval from Village of Kronenwetter.

Travel Costs

- Any expenses related to necessary travel for QTI or candidates will be billed at cost.

Optional Services Pricing Breakdown



Pre-employment Screenings (Optional)

Should Village of Kronenwetter request QTI to perform a background check on final candidates, the below rates will apply.

- Advanced Background Screening: \$100.00/candidate
 - Includes: SS Trace, 7-year county criminal searches, 7-year federal district searches, National Database file w/Sex Offender Registry (all names), education verification.
- Credit Check Only: \$25.00

Hogan Leadership Assessments (Optional)

- QTI will bill \$1,100 per Hogan assessment administered. This cost includes QTI staff time for interpreting and presenting assessment results.

Compensation Consulting (Optional)

- Review of the reasonableness and competitiveness of base pay and total cash compensation for an estimated fee of \$750 - \$1,500.

In the Words of our Clients...



"Your leadership throughout the recruiting process has been nothing short of outstanding. You have far exceeded my expectations! It truly is a pleasure working with you."

-Mary Kay
Search Committee
Banking CEO Search



"QTI recently helped us recruit an Executive Director for a local nonprofit. What we appreciated most about working with them was their flexibility and willingness to include community and staff voices in the recruitment process. They offered excellent ideas to tweak the process and include more levels of engagement and inclusivity. We are thrilled with the outcome!"

-Sally
Search Committee
Operation Fresh Start



"Our success in finding and hiring a highly qualified Executive Director that is a perfect fit for our nonprofit organization is a credit to the professionals we worked with from QTI! The insight, research, and guidance provided was amazing!"

-Theresa
Search Committee
St. John's Ministries

The QTI Team for Village of Kronenwetter



Nicki McCurdy, PHR,
SHRM-CP
Senior Recruiting
Consultant

Nicki is a Senior Recruiting Consultant for QTI's Executive & Professional Search division. She partners with organizations on strategic and immediate executive and professional hiring needs. She has over 20 years of human resources experience, including as an HR Generalist, Payroll and Benefits Specialist, and Corporate Recruiter before joining QTI.

Her prior industry experience includes education, software technology start-up, high-tech manufacturing, insurance, and financial services. Nicki's specialties include human resources and lab sciences; however, she has proven to recruit in any space due to her extensive search experience.

Nicki has a sincere desire to help employers find the perfect candidate and for candidates to find great career opportunities. She believes it is important to love what you do— and have fun doing it!

Nicki graduated from Coe College in Cedar Rapids, Iowa, with a Bachelor of Business Administration degree. She has passed and maintained the Professional in Human Resources (PHR) and the SHRM Certified Professional (SHRM-CP) certifications.

Nicki serves as an advisory member and past Board Secretary and Board President for the QTI Good Samaritan Fund, a non-profit that provides support to employees during times of need. She also serves as a committee chair with the Waunakee Touchdown Club and the Waunakee Hoops Club. She also serves as the Board Secretary of the Waunakee Hoops Club.

The QTI Team for Village of Kronenwetter



Kristin Dewey
Binkowski, Hogan
Practice Leader

Kristin Binkowski has been at The QTI Group for over a decade and has been the Hogan Practice Leader since 2012. Her experience includes utilizing Hogan Assessment Systems in the areas of employee selection, development, leadership, high potentials, and team building, resulting in greater employee engagement, reduced turnover, increased productivity, and higher performance. In addition to her experience with Hogan, Kristin served as an Executive Search Director with QTI for eight years, managing the full life-cycle recruitment process and providing Boards of Directors with guidance for executive hiring.

Kristin is actively involved in the community, including the following:

- United Way of Dane County - Community Engagement Capacity Building Team.
- Edgewood High School - Board of Trustees and serves on the Development Committee.
- Building Brave - Board of Directors and serves as Treasurer.

The QTI Team for Village of Kronenwetter



Casey Liakos, Vice
President, Executive &
Professional Search

Casey is the Vice President of QTI's Executive, Professional, and Board of Directors Search Team. He has over 14 years of experience in staffing and recruiting, including serving as the president of a Wisconsin-based talent acquisition firm for just over six years.

Casey has managed hundreds of successful recruitment projects for talented leaders across numerous industries and has contributed to the success of the organizations he's led in many capacities: Executive Leadership, Sales, Client Success, Recruitment, Consulting, Operations, and Program Management. Over the last decade, he has also mentored and advised numerous small businesses.

In 2020, Casey was named the InBusiness Small Business Executive of the Year. Casey earned his undergraduate (BA) and graduate degree (MBA) from the University of Minnesota. He actively serves on the Board and on committees for Big Brothers Big Sisters of Dane County.

The QTI Team for Village of Kronenwetter



Londa Dewey, CEO,
Principal, and
Executive Search
Advisor

Londa is CEO of The QTI Group, where she helps clients adapt, grow, and succeed by matching customers' strategies and goals with the right talent solutions. Before joining QTI, she was the President of the Private Client Group and the Madison market President at U.S. Bank, where she worked for 25 years.

Londa was proud to serve as chair of the United Way Board of Directors for 2007 and 2008. She also chaired the United Way of Dane County campaign in 1999 and the Dane County United Way Foundation Board from 2011 – 2012. Her past involvement also includes serving as past chair of the Greater Madison Chamber of Commerce Board of Directors, Meriter Health Services Inc., Camp Manito-wish YMCA, Edgewood College, High School and Campus Board of Trustees, member of Family Business Center Board of Advisors at UW-Madison, Former President of International Women's Forum and a past board member of Wausau Paper, Inc.

In 1996, she was honored by being named the Distinguished Woman in Banking by Northwestern Financial Review. In 2006, Londa was featured in American Banker's 25 Most Powerful Women in Banking report. In 2009, Londa was honored with a YMCA Key Leader Award, and in 2013, Londa received the Alumni Appreciation Award from Edgewood High School. In 2014, she was honored with the Woman in Philanthropy Award by the Dane County United Way. In 2015, she and her husband received the Alexis de Tocqueville Award from the Dane County United Way. In 2017, she received the credential as an NACD Board Leadership Fellow. She was also honored as an Illini Comeback Guest, an award for distinguished alumni from the University of Illinois, from which she graduated with a degree in Finance. In 2023, Londa was named among WomenInc. Magazine's 2023 Most Influential Women Corporate Board Directors.

Londa actively serves her community and is currently involved with Puelicher Center for Banking Education at the UW Business School; member of Downtown Madison Rotary Club; Corporate Board Member for American Family Insurance, Madison Gas & Electric, and Wealth Management Company of Northwestern Mutual.

Thank you!



QTI is thrilled about the opportunity to collaborate with Village of Kronenwetter to assess and recruit your next Village Administrator. If you have any questions or need further discussion on this proposal, please contact Casey Liakos at 612.209.8255 or casey.liakos@qtigroup.com.

Thank you for considering our proposal.