



Leadership Profile Matrix: Succession Planning: Step 1

- Red | **STOP** and prioritize leadership transition
- Yellow | **SLOW** down and focus on
- Green | **INVEST** in the leadership and advancement opportunities

Job Title	Name	Primary Role & Responsibilities	Term of Employment (PT, FT, Volunteer, Contract, Flex, etc.)	Unique Skills & Contributions	Potential Exit Date	Potential Exit Terms (Short-term, long-term, permanent, friendly, hostile, etc.)
<i>Sample: Executive Director</i>	<i>Ana Garcia</i>	<i>Community outreach, fundraising, staff management</i>	<i>FT with benefits</i>	<i>Face of the org, bilingual, trusted by the community, skilled fundraiser</i>	<i>December 2022</i>	<i>Permanent; friendly transition due to family move to another state. *Red level*</i>

