



Executive Search Fee-For-Service Options

Electronic distribution of position announcement and posting to local chamber professionals throughout Indiana	Complimentary to ICEA member Chambers
Review of job description with recommendation for edits	\$50 flat fee
Provide Board of Directors team with sample employment agreement	\$75 flat fee
Request distribution of position announcement in neighboring states	\$100 flat fee
Draft sample job posting for board to distribute	\$100 flat fee
Provide recommended salary levels based on cross comparison with five or more similar sized chambers of commerce	\$150 flat fee
Board strategic planning facilitation	\$750 plus mileage for small chambers \$1,000 plus mileage for mid-size chambers \$1,500 plus mileage for large chambers
Consultation with search team to answer specific questions	\$250 for initial consultation with full search team
Provide sample interview questions focused on skill-set needed for Chamber CEO position	\$250 flat fee
Resume Management – ICEA to be 3 rd party collection site for interested candidates to submit resumes; ICEA will field questions from candidates and make recommendations on candidates to interview, set up interviews approved by the Board, and contact applicants who are not finalists.	\$2,500 flat fee plus travel expenses if requested from the search team
Executive Search – all aspects of resume management highlighted above plus ICEA point of contact will be on-site to guide the search team throughout the interview process.	\$5,000 flat fee plus travel expenses if requested from the search team

*additional options can be customized in a cafeteria-style format as requested by the Board.

For more information, please contact Shelli Williams, ICEA President, at 812-871-3000 or shelli@iceaonline.com