

Exit Gracefully Checklist *for Fundraisers*

Planning to leave your fundraising job? Use this checklist to ensure a smooth, professional transition. Protect your reputation, maintain valuable relationships, and leave the door open for future opportunities.

- ✓ Conduct your job search discreetly using personal devices and time.
- ✓ Gradually upgrade your wardrobe to prepare for interviews without raising suspicion.
- ✓ Time your departure after major fundraising achievements.
- ✓ Review your nonprofit's policies on resignation and required notice periods.
- ✓ Understand your final paycheck, unused vacation, and benefits status.
- ✓ Finish major assignments and stewardship responsibilities before leaving.
- ✓ Prepare detailed handoff notes for your successor (especially donor information!).
- ✓ Write a positive and professional resignation letter.
- ✓ Notify your supervisor personally before submitting your formal resignation.
- ✓ Request letters of recommendation or endorsements from key contacts.
- ✓ Offer reasonable assistance during the transition (e.g., training a replacement).
- ✓ Suggest a qualified successor if appropriate.
- ✓ Prepare tactful, constructive comments for any exit interview.
- ✓ Maintain a positive, gracious attitude through your final day.
- ✓ Thank colleagues and leadership; stay connected via LinkedIn and professional networks.

Leaving a fundraising job on a high note ensures your career path remains open and your reputation stays strong. Be the professional others will want to work with again in the future.