



POSITION DESCRIPTION

TITLE:	Executive Search Consultant
CLASSIFICATION:	Regular full-time, Exempt
REPORTS TO:	Executive Search Practice Leader
EFFECTIVE:	January 2019

POSITION SUMMARY

The Executive Search Consultant will conduct and serve as a trusted advisor on search engagement nationally. This role is responsible for the successful closure of search assignments at the senior management and executive levels, using unique search methodology and strategies.

The Executive Search Consultant conducts detailed interviews with senior and executive level professionals and evaluates qualifications and fit with the client organizations' needs, prepares oral and written informative assessments, presentations and recommendations, and manages the expectations of both clients and candidates to ensure successful experiences on every search process within agreed timelines.

This position reports to and works collaboratively with the Executive Search Practice Leader on search strategy, business development initiatives, manages execution of research, position specification development, candidate development and interviews, referencing and client management.

This individual is also a key contributor to ensuring accurate, responsive, high-quality, client service environment. He/she participates in developing executive search goals and objectives in cooperation with both the Executive Search Practice Leader and the Vice President & Managing Partner of the firm.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Client Management and Executive Search Engagement

- Manages retained executive search consulting engagements and recruits, interviews, places, and achieves highly qualified talent for senior and executive level positions and serves as a point of contact for the firm's HR outsourcing clients and consultants to increase and manage clients' executive talent pipelines.
- Manages name-gathering/sourcing phase is executed in a timely & efficient manner to expand and develop candidate pools for each engagement.

- Recommends recruiting methodology, takes accurate position notes, writes and prepares executive candidate profiles, related reports and assessments for presentation to clients and provides appropriate briefings to maintain the integrity of recruitment processes and search engagements.
- Manages interview process including de-briefing clients and candidates with relevant information and updating both parties on developments to build trusting and long-lasting relationship throughout and after a search closes.
- Negotiates/closes offer process and effectively manages offer/acceptance/start timelines ensuring that all deliverables are handled in a timely and effective manner.

Business Development

- Works in partnership with the Executive Search Practice Leader and the Vice President & Managing Partner to create and execute business development strategies and tactics in support of firm's executive search and talent acquisition strategies.
- Remains current with nonprofit sector news, trends and developments to better understand clients and candidates.
- Manages and actively generates new client business with local, regional and national nonprofit and mission-driven organizations by leveraging and/or offering relevant executive search solutions; in collaboration with the Executive Search Practice Leader, develops and responds to requests for proposals.
- Cultivates new and maintains existing business relationships with appropriate contacts within nonprofit organizations with the intent of translating business relationships into profitable business opportunities to include executive search and direct hire placements.
- Actively participates in the establishment and maintenance of partnerships with for-profit entities whose businesses compliment those of the firm with the intent of translating relationships into profitable executive search business opportunities.

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIRED

- A bachelor's degree and a minimum of five (5) years as a recruitment professional that includes executive search experience working with other search firms with a nonprofit practice or focus and proven connections within major subsectors of the nonprofit community including arts and culture, associations, education, health and human services, environment and faith-based organizations.
- Proven experience managing multiple search engagement and execution using selection methodology.
- Attainment of one or more certifications CSP/CSC/PHR/SPHR is highly preferred.
- Experience recruiting top talent within the nonprofit sector for a wide range of verticals or general industry experience and knowledge about recruiting for nonprofits and/or large trade associations.
- Demonstrated experience developing and sustaining business relationships with potential customers is critical.
- Ability to represent the firm with credibility in front of clients.
- Outstanding follow-up and organizational skills required.
- Highly effective interpersonal and communication skills including ability to communicate orally, write and present effectively and concisely to a wide variety of audiences including management, staff, and Boards of Directors.

- Access to a strong network of mission-driven talent, particularly on the Mid-Atlantic, Southeast and Northeast regions.
- Passion, intelligence, the ability to influence, convince and persuade effectively;
- Demonstrated organizational and project management skills;
- Impeccable verbal, presentation and written communication skills;
- Outstanding attention to detail;
- A high level of self-motivation;
- Proven ability to identify and secure new business opportunities with the goal of increasing revenues;
- Demonstrated entrepreneurial drive and proven ability to be self-motivated to learn, grow, and succeed as well as ability to quickly learn systems, processes, and procedures and a competitive spirit to outperform other search firm competitors;
- Desire to actively contribute to the firm's growth and its Executive Search Practice; and
- Demonstrated proficiency with all MS office applications and experience with CRM software and/or applicant tracking systems. Experience working with Salesforce is a plus.

ADA SPECIFICATIONS

This position is largely sedentary in nature however one must possess the ability to speak, hear, see and write as well as the ability to use a computer and related software programs, and lift up to 25 lbs. Local and/or national travel periodically required and may require some longer weekday/weekend commitments to accomplish related business projects or meet deliverables.

The above statements are intended to describe the general nature and level of work being performed by the individual(s) assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required. Management reserves the right to modify, add, or remove duties and to assign other duties as necessary.