

RECRUITER



Building Powerful Teams

BRYANT GROUP has an outstanding opportunity for a Recruiter to join our dynamic and growing firm.

The Recruiter assists with Searches and other projects as appropriate.

The ideal candidate is mission-driven, personable, highly organized, efficient, systematic, understands the complexity of an advancement operation and has experience in fundraising and/or nonprofit organizations. Ability to learn new technology quickly is imperative. Excellent judgment, strong organization and interpersonal skills, proficiency in communication (written and verbal), and the ability to manage multiple priorities in a fast-paced environment round out the necessary skill set. The ability to foresee challenges, as well as provide solutions, is critical.

DUTIES:

Assist search lead with search, including some, or all, of the following:

- Gather information for search specifications document.
- Send candidate recruitment/announcement e-mails using Mail Chimp.
- Place and proof ads for positions.
- Draft search specs. Coordinate revisions with client. Finalize document.
- Update BG database on a continual basis with information from search to ensure access to all information by all BG employees.
- Conduct progress reports with client by phone or Zoom.
- Draft/revise scripts and call potential candidates to recruit interest.
- Solicit resumes from, and send search specs to, potential candidates.
- Conduct phone interviews to determine qualifications and other aligning qualities for position.
- Provide logistical support, including contacting candidates for schedules and tracking information.
- Conduct further interviews with qualified candidates.
- Learn about qualified candidates and match their personal and professional interests with the position (much like matching a major gift donor with a project).
- Release non-qualified candidates.
- Conduct in-person or Zoom interviews with top candidates.
- Write candidate profiles and send to client.
- Assist search lead in conducting phone/Zoom meeting with client to choose semi-finalist candidates.
- Keep all candidates and potential candidates informed and engaged throughout the process.

- Verify academic credentials and employment history.
- Research possible firm connections to candidate. Call confidentially to inquire re: candidate, as appropriate.
- Perform reference calls. Draft reference report for search lead.
- Maintain candidate confidentiality.

REQUIREMENTS:

Must align with all company core values:

- Integrity: We do the right thing because it's the right thing to do.
 - Honesty: We tell the truth, always.
 - Respect: We value people, and it shows.
 - Proactive Communication: Everyone is informed every step of the way.
 - Diligence: We are committed to success.
 - Moxie: We are creative and courageous.
- At least four years of advancement or leadership experience. Higher education, healthcare and/or other nonprofit experience preferred.
 - Bachelor's degree required. Exceptional leadership experience may substitute for this requirement.
 - Proven ability to manage projects successfully from beginning to completion.
 - Demonstrated proficiency with Microsoft Office. Ability to quickly learn new technology. Experience with Google platform and Zoom preferred.
 - Drug test and background check may be required.

WORKING ENVIRONMENT and HOURS:

This is a salaried position working remotely, although it is preferred that the recruiter live in the DFW Metroplex. All work must be completed in a timely and efficient manner. This position will require some nights and weekend work, in keeping with the company philosophy that we "strike while the iron is hot" while also being mindful on a larger scale that balance is necessary for a healthy person.

COMPENSATION

Negotiable and commensurate with experience.

BENEFITS

PTO: Three weeks annually, including holidays and sick leave. BG also observes a minimum of 12 regular holidays during the year, sometimes more. We encourage employees to balance their lives by taking time off for preventative wellness visits, curative doctor appointments, and regular vacations.

Healthcare plan available at employer expense for basic level. Other options available at a shared cost.

ABOUT BRYANT GROUP

BRYANT GROUP builds powerful teams for higher education, healthcare and not-for-profit clients through executive search, talent development services and leadership coaching. We partner with organizations that invest in great leadership.

Mission: Promote leadership and positive impact

Niche: Building Powerful Teams

Vision: To be the most impactful talent acquisition and talent development partner for advancement teams in higher education, healthcare and not-for-profits, as measured by longevity of tenure and bottom-line results of our placements and our clients' advancement teams.

Find out more about us at our website: www.bryantgrp.com.

Note: Only candidates moving forward in this search will be contacted.

Open until filled.