

# EXECUTIVE RECRUITER/LEADERSHIP CONSULTANT



Building Powerful Teams

BRYANT GROUP has an outstanding opportunity for an Executive Recruiter/Leadership Consultant to join our dynamic and growing firm.

The ER/LC manages Search and/or Talent Development projects from beginning to end, including coordinating all internal and external personnel involved. Internal personnel could include search associate or assistant, researcher, writer, interviewing team, CEO, finance director, and others. External personnel include candidates and clients as well as external project-based consultants. The most important job function is to successfully take multiple projects from beginning to end simultaneously.

The ideal candidate is a mission-driven, highly organized, efficient project manager self who brings the confidence and experience to counsel leaders at all types of nonprofit organizations. Excellent judgment, strong organization and interpersonal skills, proficiency in communication (written and verbal), and the ability to lead 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:**

- Secure new clients, including marketing, contacting, presenting business opportunities, writing proposals and negotiating terms.
- Create recruiting plan, including helping to create strategies, source candidates, and research potential candidate lists.
- Conduct on-site client survey.
- Counsel client on marketplace realities regarding title, salary and recruiting timeline.
- Gather information for search specifications document. Help client finalize job description.
- 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 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 “fit” for position.
- 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.
- Conduct phone/Zoom meeting with client to choose semi-finalist candidates.
- Attend on-campus interviews with candidates.
- Debrief with client and provide counsel when selecting 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. Write and submit reference report to client.
- Assist client in determining offer terms.
- Make offer and manage negotiations.
- Maintain candidate confidentiality until candidate is a finalist and understands confidentiality period is ending.
- Update BG website.
- Send mass e-mails using Mail Chimp.
- Serve industry as thought leader, speaker, presenter as appropriate.
- Create and complete marketing opportunities, including attending conferences.
- Lead or assist with training and/or coaching projects.

## **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 six years of advancement or leadership experience.
- Bachelor's degree required. Exceptional leadership experience may substitute for this requirement.
- Ability to act as a consultant with persons at all levels of universities, colleges, healthcare organizations and other organizations.

- Proven ability to manage projects successfully from beginning to completion.
- Demonstrated proficiency with Microsoft office. Ability to quickly learn new technology.
- Must pass drug and background test.

#### **WORKING ENVIRONMENT and HOURS:**

This is a salaried position, working remotely. All work must be completed in a timely and efficient manner. This position requires travel, which at times may be fairly extensive, and which may be planned on short notice. 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. Includes base salary and opportunity for commissions.

#### **BENEFITS**

This position is not limited to a certain number of days of PTO. We observe a minimum of 12 regular holidays during the year, sometimes more. In addition, we encourage employees to balance their lives by taking time off for preventative wellness visits, curative doctor appointments, and regular vacations.

#### **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](http://www.bryantgrp.com).