



POSITION SPECIFICATION

SEARCH CONSULTANT

Leadership Search Partners

Leadership Search Partners

is a search firm focused exclusively on the nonprofit sector. As a division of Brakeley Briscoe, Inc. (BBI), the San Francisco Bay Area-based firm works with local, national, and international nonprofits to help them hire exceptional senior-level leaders.

Managing Director Scott Staub, ACFRE

is leading this search assignment. Inquiries may be made, in confidence, to Scott Staub at scott@leadershipsearch.com.

HELPING GOOD CAUSES HIRE GREAT LEADERS



TITLE: Search Consultant

ORGANIZATION: Leadership Search Partners (LSP)

LOCATION: Remote – work from home office

REPORTS TO: Managing Director Scott Staub

ABOUT LEADERSHIP SEARCH PARTNERS

At Leadership Search Partners (LSP), a division of Brakeley Briscoe, Inc. (BBI), we are passionate about delivering professional, high quality executive search services to nonprofits.

We provide retained executive search services to organizations seeking CEO/Executive Directors, Development professionals and members of the senior management team. We serve local, national, and international nonprofits in a wide range of fields, and only take on a search when we truly believe we can provide exemplary service and outstanding results.

The hallmarks of our work are a deep commitment to personalized service, the proven ability to match organizational culture and leadership needs, not just skills and experience, and doing what it takes to ensure our clients do not settle for second best.

OUR VALUES

The following values are core to the way LSP works with our clients:

- **Accountability**
We are accountable to our clients and candidates. The integrity of our process relies on our accountability to keep candidate interest confidential. Candidate confidentiality must be respected at all times. Only at the appropriate stage in the search, and with clear communication to the candidate, will any representative from the Client or LSP contact references, speak to colleagues, share candidate information, or otherwise jeopardize candidate confidentiality.
- **Transparency**
We keep in close contact with our clients throughout the search process and communicate clearly about our activities every step of the way. We believe in full disclosure to candidates, as appropriate to the stage of the process. We ask our clients to engage in full disclosure to LSP and candidates. LSP or the Client will not mislead candidates and will not withhold information or provide deceptive information on the organization or its operations.

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- **Kindness and Generosity**

Working on behalf of our clients, we make contact with many members of the community and strive to have each of these contacts be a positive experience. We treat all candidates, whether qualified for the position or not, in a kind and responsive manner. We believe in being generous with our time and knowledge. While working with a client, we often provide advice and counsel on matters outside the scope of the search at no additional charge.

- **Respect**

All individuals are worthy of our attention and respect regardless of their ethnicity, religious beliefs, sexual orientation, culture or background. LSP at all times projects professionalism and respect for diverse individuals in all of our activities, and we ask the same of our clients.

ABOUT THE OPPORTUNITY

The Search Consultant is an essential member of our team and helps to set the goals, direction, policies and practices that guide our service to clients. Reporting to Scott Staub, Managing Director, the Search Consultant is responsible for new business development, providing our clients with exemplary service, maintaining the brand, standards and reputation of Leadership Search Partners as a division of BBI, and ensuring that we are continually learning and improving our practices in service to our clients.

The ideal candidate will come with the enthusiasm, skills and qualifications to be able to handle the following responsibilities:

- **Delivery of Consulting Services** - Accountable for executing all four phases of our executive search model to client organizations, including preparation and planning, recruitment, interviewing and reference checking, and onboarding and performance planning, in keeping with LSP's standards, values and practices
- **Practice Management** – Ensure that all candidate, client, and prospective client information is maintained and updated in our recruiting database; attend team meetings and regularly contribute to the improvement of our systems and practices to ensure the sustainability of our business and exemplary service to our clients
- **Candidate Development** – Provide advice and counsel by phone and in person to candidates and potential candidates; cultivate relationships with high-performing nonprofit leaders (Executive Directors, C-level management, and emerging leaders) and regularly add candidate information to our database
- **Business Development** - Respond to inquiries from prospective clients, prepare proposals and attend interviews

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Professional Experience/Qualifications

- 3+ years as a recruiter in a for-profit company or nonprofit organization
- Bachelor's degree required
- Current or past experience serving on a nonprofit board or working for nonprofits
- Knowledge of and comfortable working with databases and technology
- Ability to work remotely in a home office
- Willingness to travel, as needed, to client sites

Personal Characteristics

- Respectful and kind
- Good sense of humor
- Organized and can handle multiple projects at the same time
- An excellent team player
- Passion for the work and values of LSP

COMPENSATION

A competitive salary and benefits package will be made available to the qualified candidate.

TO APPLY

Interested candidates should apply via email by sending a letter outlining qualifications and resume as PDF or Word documents to Stacey Konner at stacey@leadershipsearch.com with "Search Consultant, LSP" in the subject line.

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