

## Associate Consultant, Executive Search 2019

### Position Guide

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### Campbell & Company

Campbell & Company is a national consulting firm that serves nonprofit organizations and institutions in all sectors, including education, environment, healthcare, human services, arts and culture, associations and membership organizations, and civic and public affairs. The firm is based in Chicago with regional offices in Los Angeles, Portland, San Francisco Bay Area, Seattle, and Washington, DC.

We are motivated by a desire to strengthen the nonprofit sector. You can see that commitment reflected in both our work and our personal passions—from mentoring others in the profession to volunteering in the community to serving on national boards. We are driven and willing to do what it takes to get the job done. We have high standards for ourselves and our teams, and we achieve those standards by helping one another do our best work.

We respect and value our colleagues' perspectives, and we see collaboration as an opportunity to learn from one another, support each other's growth, and advance our collective knowledge. Our team-based approach enhances our work and is even built into our company's structure: as an ESOP (Employee Stock Ownership Program), we are 100 percent employee-owned, giving every one of us a vested interest in the success of both our clients and our colleagues.

We are always looking to improve so we can better serve the nonprofit sector. That desire fuels our new growth strategy, which charts an ambitious path for national expansion in key regions and vertical sectors across the country. These objectives advance the core services that today's nonprofits need to be successful and support a growing team of professionals who bring passion and dedication to their work every day.

### Our Work

For 42 years, we've worked with organizations at critical points in their growth and development, when our expertise and partnership approach can have a powerful impact. Today, we have four primary service lines: executive search, fundraising, communications, and strategic information services. We immerse ourselves in learning each client's culture, constituencies, and challenges, and we work with staff, board members, and other leaders to develop a coherent strategy for achieving the organization's goals.

#### *Mission*

*To collaborate and innovate with people who change lives through philanthropic vision and action.*

#### *Vision*

*To be the **partner of choice for nonprofit organizations**, nationally known for providing exceptional and creative service, distinguished by our commitment to our client relationships, and recognized for advancing the nonprofit sector as a whole.*

*To be the **firm of choice for talented professionals** seeking a great place to work where they can be well-supported, challenged, and fulfilled throughout their careers.*

#### *Visit us*



Collectively, Campbell & Company consists of 69 staff members, including 39 in Chicago and the Midwest, three based in Washington, D.C., seven based on the West Coast, and 20 members in our Northwest Office. Our consultants work in teams to provide the right balance of expertise, experience, and seniority for each client. Over time, each consultant has opportunities to work with and gain knowledge from every other consultant on our staff.

The Executive Search practice functions as its own integral practice within the firm. To meet the demand for extraordinary senior nonprofit professionals, Campbell & Company has been providing executive search services to a range of nonprofit organizations and institutions for over 18 years. Because our clients expect extraordinary quality and knowledge leadership, we place a great value on collegiality, professionalism, and communication. Client teamwork also forms the basis of our training and orientation of new employees. Our search team has successfully conducted engagements for senior leadership across the nonprofit sector, including colleges and universities, human service agencies, arts and culture organizations, independent schools, healthcare institutions, conservation organizations, and membership associations.

## About This Position

Under the direction of Campbell & Company's Director of Executive Search, the Associate Consultant will serve clients nationally from the Chicago office. The Associate Consultant will work collaboratively with project leads to execute the search process, and also in efforts and initiatives to market and sell executive search services. The Executive Search team is also responsible for Campbell & Company's internal recruiting and the Associate Consultant will be expected to support these efforts and eventually manage searches for the firm. This person will collaborate and share with colleagues both on the search team and from other service lines and regions around the country. The Associate Consultant's mix of projects will depend on his or her level of experience, balance of skills, and professional growth. With support from the Director, Associate Consultants are expected to grow in their role in order to serve as project lead for staffing projects and internal searches. They will progressively take on greater leadership for increasingly significant and complex projects, creating opportunities for professional advancement. The successful candidate must have access to reliable transportation to attend Campbell & Company and client meetings when required. This can be achieved with his/her/their own vehicle, the use of ride sharing services, or public transportation or alternatives available to the candidate.



## Responsibilities

- Under the guidance of a project leader, work collaboratively as a key member of client service teams (five to seven at any given time), and execute recruitment strategies that build a robust candidate pool for client engagements.
- Overall project management, materials preparation, scheduling, and meeting planning for search projects.
- Respond promptly and proactively update search teams on project progress. Motivated to understand the context and goals for research assignments. Maintain ongoing dialogue with search leads regarding deadlines and project

status.

- Using a variety of online databases, conduct new and original research to identify sources and potential candidates. Research similar past searches and candidates to identify qualified candidates through Campbell & Company's database. Maintain and update the executive search database.
- Recruit and screen potential candidates.
- Develop and write position guides, timelines, and advertisements.
- Write candidate interview summaries, and conduct and summarize reference calls for candidates.
- Work with members of the Executive Search team to develop new business leads through proposals, presentations, and existing client relationships.
- Maintain active involvement in professional organizations, including representing the firm at professional events such as conferences and meetings.
- Manage internal searches for Campbell & Company.
- Accept responsibility for other projects as assigned by the leadership of Campbell & Company, such as serving on task forces and special projects.

## Qualifications

The successful candidate will have two to five years prior work experience, preferably in a recruiting role or consulting environment; experience may include relatable work in a volunteer capacity or nonprofit setting. The successful candidate will be an individual who brings experience delivering outstanding service and who is proficient at managing several projects with critical deadlines. In addition, they will possess most of the following qualifications:

- Strong project management skills, including the ability to adapt to changing priorities and deadlines from multiple colleagues and clients.
- Strong networking skills; exceptional interpersonal and communication skills that elicit trust and confidence with individuals and groups of varying size.
- A team-based, collaborative work style with an ability to work independently.
- Creativity, flexibility, and an open-minded attitude toward feedback.
- A degree of comfort and facility with technology, including database knowledge and experience that can be drawn upon to create efficiencies in the executive search process.
- A willingness to discover, explore, and master new research tools, sources, and techniques.
- A high degree of sensitivity and integrity.



- A passion for the nonprofit sector, and an understanding of retained executive search.
- Ability and willingness to travel as needed (travel outside of Chicago estimated less than 10% of time).
- A bachelor's degree or equivalent relevant experience.

The position is appropriate for entry-level and early-career professionals.

## Application

To be considered for this opportunity, please send a cover letter and resume to:

Kris McFeely

Director, Executive Search

[Kris.mcfely@campbellcompany.com](mailto:Kris.mcfely@campbellcompany.com)

*Campbell & Company is an Equal Opportunity Employer.*

*We are proud to partner with nonprofits to advance justice, opportunity, and equity throughout our society – and we bring this same commitment to our practices and culture as a company. We seek people to join our firm who share this sense of purpose and will bring a diversity of perspectives and experiences that will enrich our team and clients.*

*Individuals from all backgrounds are encouraged to apply.*