



## ASSOCIATE CONSULTANT, EXECUTIVE SEARCH

### ABOUT 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 has offices in Chicago and Seattle with regional staff in the Midwest and along the East and West Coasts. Our team-based approach enhances our work and is built into our company's structure as a 100 percent employee-owned firm.

This is an exciting time for our firm as we evolve to meet the nonprofit sector's changing needs and implement a new strategic plan to guide our firm's ongoing growth and priorities.

We work with organizations at critical points in their growth and development, when our expertise and partnership can have a powerful impact. We have four primary service lines: [fundraising](#), [communications](#), [executive search](#), and [strategic information services](#). We assemble versatile teams for every client engagement, working to address the challenges from every angle and crafting clear, integrated solutions.

As a firm, we are [fully committed to Diversity, Equity, Inclusion, and Access](#) (DEIA). Accordingly, we've created a framework to strengthen the diversity of our firm, address the ways in which we can be more fully inclusive of people from all backgrounds, and work to build equity in our profession and the nonprofit sector. This change framework focuses on our internal talent management, ensuring an inclusive culture, continuous learning, and transparent communication. We are not experts but are getting better every day.

We are also committed to walking with our nonprofit partners in this work. Our goal is to help all our clients be as inclusive as possible, advising on creating inclusive processes and conducting our work through an equity lens. One example of this work is our [Equity Partners Program](#) in which we engage with BIPOC-led nonprofits committed to racial equity work.

#### OUR VALUES

- Inclusion
- Partnership
- Candor
- Rigor
- Integrity
- Creativity

#### OUR STAFF

- 38 Chicago & Midwest
- 14 Seattle & Northwest
- 8 East Region
- 2 West Region

#### OUR MISSION

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

#### VISIT



## THE POSITION

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 20 years. Because our clients expect extraordinary quality and knowledge leadership, we place a great value on collegiality, innovation, 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.

Under the direction of Campbell & Company's Director of Executive Search, the Associate Consultant will serve clients locally, regionally, and nationally from the Chicago or Seattle office. They will work in partnership with project leads to execute the search process and on initiatives to market and sell executive search services. The Executive Search team is 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 their level of experience and balance of skills, and growth within the position. 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 Associate Consultant will also contribute to Campbell & Company's best practices and thought leadership and participate actively and regularly in firmwide meetings, events, workgroups, and task forces.

## RESPONSIBILITIES

- Under the guidance of a project leader, work collaboratively as a key member of client service teams and execute recruitment strategies that build a robust candidate pool for client engagements.
- Overall project management, materials preparation, scheduling, and meeting planning for client projects.
- Deliver prompt and proactive updates on project status. 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.
- Maintain and update the executive search database

## BETTER TOGETHER: OUR DIFFERENCES MAKE US STRONGER

At Campbell & Company, people are at the heart of our firm and our mission. When we tap into the expertise, insights, and creativity of people from all walks of life, we become a better firm, we deliver superior services, and we change lives. We believe our team should reflect the rich diversity that contributes to our communities and our society. We advance this belief through our employment practices and strive to create a culture of trust and belonging where everyone feels accepted, respected, and valued for who they are as individuals.

- Conduct research to identify qualified candidates through Campbell & Company's database
- Recruit, screen, and interview potential candidates
- Develop and write position guides, timelines, and advertisements
- Write candidate interview summaries; 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
- Contribute to projects as assigned by the leadership of Campbell & Company, such as serving on task forces and special projects.

## QUALIFICATIONS

We are looking for amazing people who have diverse backgrounds and experiences, are inspired by our mission, and are highly motivated to change lives through meaningful work. The successful candidate will bring most of the following qualifications:

- Minimum of two years prior work experience, recruiting experience is a plus
- Ability to deliver outstanding client and candidate service
- A team-based, collaborative work style with an ability to work independently
- Strong project management skills, including the ability to adapt to changing priorities and deadlines from multiple colleagues and clients
- Exceptional interpersonal and communication skills that elicit trust and confidence with individuals and groups of varying size
- Excellent writing and presentation abilities
- 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 utilize new research tools 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 during non-pandemic times
- A bachelor's degree or equivalent relevant experience



## ASSOCIATE CONSULTANT, EXECUTIVE SEARCH | POSITION GUIDE

**Due to COVID-19, we are working remotely at this time.**

### COMPENSATION

The salary range for this position is \$45,000 - \$50,000. Campbell & Company also offers a generous and comprehensive benefits package.

### APPLICATION

To be considered for this opportunity, please send a cover letter and resume to [SearchAC\\_2021@campbellcompany.com](mailto:SearchAC_2021@campbellcompany.com)

Applicants must be authorized to work for any employer in the US. We are unable to sponsor or take over sponsorship of an employment visa at this time

*Campbell & Company provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. 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. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.*