

**ORGANIZATION:** PBR Executive Search  
**POSITION:** Search Consultant (part-time)  
**LOCATION:** Remote position, may be based anywhere in the U.S., Eastern Time Zone preferred  
**LINKS:** [Website](#); [Previous Clients](#)  
**TO APPLY:** Please send resume and cover letter to [Consultant@pbrsearch.com](mailto:Consultant@pbrsearch.com).

## **BACKGROUND**

PBR Executive Search is a thriving retained executive search firm founded in 1998. We specialize in national searches in the nonprofit sector for organizations with budgets of \$1.5M to \$3B. Our team successfully fills most positions within three to six months.

The consultant will provide executive search execution and support to the CEO and other consultants in a fast-paced, high-performing environment. This role is part-time, approximately 10-20 hours per week. Salary is competitive and commensurate with experience.

## **RESPONSIBILITIES**

- Work with the CEO and consultants to develop search strategy.
- Reach out via email and phone to potential candidates, with the goal of developing a strong group of interested applicants for specific positions.
- Through in-depth phone screens, assess candidate suitability against the specific requirements of the job.
- Give input to the CEO and consultants about which candidates should advance in the process.
- Provide brief written assessments of candidate qualifications.
- Create documents detailing candidate qualifications for clients.
- Write and/or revise position descriptions.
- Participate in client phone calls and meetings as appropriate.
- Track all activity in FileFinder database, ensuring accurate documentation of where each candidate is in the search process.
- Conduct reference checks.

## **QUALIFICATIONS**

The ideal candidate will be a smart, creative, strategic individual with the ability to collaborate on an executive search plan and execute against it. In addition, s/he will be:

- Highly articulate with the ability to quickly convey the essence of an open position over the phone.
- Able to assess both quantitative and qualitative aspects of a candidate's background.
- Highly organized, efficient, and proactive.
- Detail-oriented, while keeping the big picture in mind.
- Committed to a high level of excellence in all aspects of the search lifecycle.
- An excellent writer with the ability to convey information succinctly and clearly.
- Able to juggle competing priorities effectively.
- Warm, open, and genuine.
- Customer-service oriented and committed to do excellent work on behalf of our clients and candidates.
- An adept problem-solver and creative thinker with the ability to take action even in the absence of complete information.
- Familiarity with the executive search business and the nonprofit sector preferred. A background in fundraising, business development, or human resources is also relevant.
- Undergraduate degree required.

# PBR EXECUTIVESEARCH

*PBR Executive Search is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, PBR Executive Search will provide reasonable accommodations for qualified individuals with disabilities.*