

**ORGANIZATION:** PBR Executive Search  
**POSITION:** Associate Consultant  
**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) with Associate Consultant Application in the subject line.

## **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 associate consultant will be responsible for research, candidate development/recruitment/initial assessment, and administrative support and will work in close partnership with lead consultants through the entire search process. Salary is competitive and includes commission on business development and profit sharing.

## **RESPONSIBILITIES**

- Collaborate with the team to develop and execute search strategy.
- Partner with the director of research to identify candidates appropriate for a given search.
- Via email and phone, reach out to identified candidates to engage them in the search process and assess their viability.
- Via email and phone, reach out to connectors who might have ideas about candidates for a given role.
- Conduct an initial assessment of interested candidates, and advise the consultant as to whether a candidate should advance in the process.
- Perform reference checks on finalist candidates.
- Draft candidate assessments to be amplified and refined by the consultant.
- Write and/or revise position descriptions.
- Participate in client update calls and search committee meetings. Prepare materials in advance of these meetings, and manage next steps following these meetings.
- Track all activity in FileFinder database, ensuring accurate documentation of where each candidate is in the search process.
- Provide administrative and scheduling support as needed throughout the search process.

## **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 convey the essence of an open position quickly and compellingly 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.
- A creative thinker able to map position requirements to candidate backgrounds, even when the connections between role and experience are not immediately obvious.

## PBR EXECUTIVESEARCH

- Constantly thinking about ways to expand the pool of candidates.
- 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 with the ability to act 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 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.***