

**ORGANIZATION:** PBR Executive Search  
**POSITION:** Search 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 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 consultant will be responsible for business development, client management, and search execution. Salary is competitive and includes commission on business development and profit sharing.

## **RESPONSIBILITIES**

- Develop and manage a book of business.
- Manage client relationships, providing strategic advice and organizational development consulting in the process of fulfilling clients' executive search needs.
- Manage searches brought in by the CEO on an as-needed basis.
- Collaborate with the team to develop search strategy; participate in and manage the work required to execute against it.
- Reach out to sources for candidate suggestions and to potential candidates to engage them in the search process.
- Assess candidates through Zoom and in-person interviews, as well as references.
- Write candidate assessments that are client-facing and provide a clear rationale for a candidate's suitability for the role.
- Write and/or revise position descriptions.
- Lead client update calls and search committee meetings, providing insight, direction, and support throughout the search process.
- Manage and motivate the team working on a search, ensuring that everyone is aligned on their roles and current priorities.
- Track all activity in FileFinder database, ensuring accurate documentation of where each candidate is in the search process.
- Step in to undertake any aspects of search execution as needed.

## **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:

- Experienced in developing business, leading searches, and assessing candidates.
- 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.

## PBR EXECUTIVESEARCH

- 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.
- 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 doing 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.***