



## Executive Search Manager Opportunity Guide – Fall 2022

[www.kees2success.com](http://www.kees2success.com)

**KEES builds diverse teams with dynamic leaders in the nonprofit and public sectors.**

### THE OPPORTUNITY: EXECUTIVE SEARCH MANAGER

The Executive Search Manager delivers high-quality, customized, timely, and effective communications and documents to clients, potential applicants, and candidates in KEES Executive Searches. Alongside the Project Lead, the Executive Search Manager will interface with the client, offer input and recommendations, answer questions, and be the initial primary contact with all candidates. It is a role that is approximately 60% external (with clients, job applicants, and partners) and 40% internal (with the KEES team for project management).

Kistner Eddy Executive Services (KEES) was founded in 2013 as an expansion of Alford Executive Search, which began in 2000 as a part of The Alford Group. KEES co-founder Heather Eddy was a key leader at The Alford Group and Alford Executive Search from 1996-2013 and now serves as President and CEO of KEES. The majority of our team comes from leadership roles in 501(c)3 or public sector organizations. That leadership experience, coupled with extensive training and years of consulting, gives our team the expertise and strategic ability to deliver our services to all segments of the nonprofit and public sectors, including community-based service agencies, human serving enterprises, faith-focused institutions, associations, foundations, health care entities, arts/culture organizations, education institutions, and senior living/aging communities.

### Clients we are Proud to Serve



## Commitment to DEIB: Diversity, Equity, Inclusion, and Belonging

Conducting business through a lens of commitment to diversity and equity is always a priority for our team, and one we take very seriously. KEES has worked with a wide variety of organizational missions, and we pride ourselves on tailoring our processes to each client's individual needs. We also embrace a wide range of client missions and purposes.

We begin each Executive Search partnership with a deliberate conversation about diversity, equity, inclusion, and belonging.

These values originated and grew from our founding firm which held Diversity in its core seven values. We inclusively serve all types of missions and organizations. Candidates who bring diversity in career stage, perspective, abilities, or other expressions of the human experience and represent the diversity of the public and nonprofit sectors are encouraged to apply.

More on KEES commitments can be found [here](#).

**PERFORMANCE OBJECTIVES:** Accomplishment of these objectives will define success for the Executive Search Manager role. As a primary responsibility, you will be tasked with identifying and engaging unique candidates who bring an entrepreneurial spirit, a sense of resourcefulness, and a diversity of thought to all that they do and that connect with our client's missions.

*Summer Team Meeting*

### Candidate and Client Relationship Management

- Work closely and proactively with team members at all levels to anticipate, delegate and/or execute tasks critical to the delivery of high-quality service and work products.
- Build relationships with leadership talent in the marketplace, provide great candidate experiences, and act as a candidate advocate.
- Support the candidate outreach process for each assigned search, including conducting research on candidates, initiating outreach to support email and social media initiatives, creating appealing messages and outreach to target the right candidates, and ensuring advertisement and social media are widely visible in key locations of interest to the desired candidate pool.
- Facilitate professional and expedient communication among and between the KEES service team, candidates, and clients.
- Proactively project manage multiple, complex Executive Search client partnerships as assigned, including interviewing stakeholders; writing job descriptions/performance expectations (similar to this document); drafting



timelines, and reports; developing candidate screening questions; utilizing our online Applicant Tracking System (ATS: ApplicantStack) and CRM (Zoho); performing candidate phone screenings; drafting a narrative write-up of a candidate profile; scheduling interviews; and supporting the overall client interview process.

- Guide candidates through the KEES and client hiring process.
- Issue regular communications (weekly/biweekly) to clients on the status of the project and upcoming timeline/needs.
- Facilitate search closing steps, including reference checking.
- Serve as a writer and editor of materials such as presentations, work plans, timelines, candidate reports, and other related items.
- Manage internal team functions such as work planning and scheduling.

### **General Expectations / Miscellaneous**

- Interface with clients and colleagues authentically, and with a long-term focus on inspiring and facilitating client and candidate successes.
- Learn and remain up to date about KEES products, services, and standards. Participate in the process of developing/refining materials that support all lines of client service.
- Keep current regarding developments in the nonprofit sector and engage in networking and outreach in groups and professional associations as appropriate.
- Track work and utilize systems and tools to ensure that work and communication is visible to the team.
- Support the success of the team through shared work and collaboration.
- Understand and execute, with independence, special projects as assigned by senior members on the team, including proposals or marketing initiatives, consulting projects, research, etc.
- Scrutinize documents via proofreading to ensure excellent grammar, syntax, and style to represent the brand of the firm.
- Process and submit general operational expenses monthly via the firm's online expense tool and provide backup to client expense submission when needed.
- Serve as a representative of KEES and market the firm's expertise in all settings.



2022 Team Meeting

### **THE QUALIFIED CANDIDATE**

KEES seeks an organized professional with a commitment to the nonprofit and public sectors. The incoming Executive Search Manager will be a skilled, intuitive multitasker who thrives in advancing multiple priorities and engaging with multiple stakeholders daily. This is an externally facing role and requires a high level of comfort with frequent candidate and client interaction, as well as a confident and appropriate external presence to multiple audiences. The Executive Search Manager needs an inquisitive, curious, and collaborative spirit that drives their own accomplishments, as well as

success for the team. Success in this position will be defined by grasp of the performance expectations, superior client service, and positive feedback from candidates and clients.

KEES has been a virtual company since 2013. All KEES employees work remotely, and it is expected the Executive Search Manager will be able to work in a variety of locations (home office, group meeting spaces, public spaces, etc.)

The Executive Search Manager needs high speed internet and regular access to a secure and quiet location (aka home office) with a closed door for private video meetings. Reliable internet capable of running 2-3 programs during a video call is required. Due to the nature of being a consulting firm and the geography (a national firm/all time zones) of our clients, it is common that client meetings occur outside the typical workday. The Executive Search Manager will need flexibility to attend such meetings. Based on client location, some project milestone meetings (i.e., project kickoff, final interviews, final report delivery, etc.) may require overnight travel or longer than a normal workday.



*Team event pre-pandemic*

### **Qualifications**

- Organized, focused, and self-directed work style with the ability to focus on and track details of many projects simultaneously.
- Exceptional business writing skills with the ability to synthesize input from multiple sources. Writing samples may be required.
- Self-starter experienced in working autonomously and thinking independently, with an ability to initiate and follow-through on projects.
- Excellent critical thinking and listening skills.
- Ability to confidentially triage projects, considering both set deadlines and unanticipated last-minute needs.
- Demonstrated ability to produce high-quality documents effectively and efficiently such as letters, reports, materials, etc.
- Aptitude in managing relationships with different people and personalities, including clients,
- Professional experience demonstrating effective and articulate verbal and written communication with a commitment to accuracy.
- Professional appearance for office setting and/or client meetings when necessary.
- Excellent command of Microsoft Office Programs such as Word, Outlook, Excel, and PowerPoint. Skill testing may be administered.
- Bachelor's degree and 3+ years' experience in an administrative area (development, communications, HR, finance, etc.) of a nonprofit or client services/consulting environment. preferred. Direct program experience is helpful and additive, but core operational exposure to the working of a nonprofit is required.
- Editorial expertise.
- Valid driver's license and ability to get to meetings that may not be on public transportation routes, occasionally with same-day notice.
- Resident of Illinois



candidates, staff members, and high-level volunteers.

- Experience in and comfort with making decisions both independently and in consultation with others.
- Discretionary style, maintaining strict confidential information related to candidate, personnel, and business matters.
- COVID-19 vaccination is required due to our work with clients, most of whom also require vaccination.

### Qualifications (Desired)

- Knowledge of CRM, online databases.
- Preferred geography: west/southwest



suburbs of Chicago metro area.

- Energetic and positive personality.

## Team Fun and Celebration



### TO APPLY

Click the Apply Now button below to complete the KEES online application and thereon submit a cover letter and resume. To ensure confidential tracking of all applicants, **no applications will be accepted via email.**

Apply Now

Although we are a small business, this position offers a competitive salary with a strong benefit plan, including health insurance, 401(k) with no minimum contribution, paid time off, holidays, and a matching gifts program. KEES is an Illinois business and only can employ individuals living in Illinois. ALL INQUIRIES WILL BE HELD IN STRICT CONFIDENCE. Questions may be addressed to [inquiries@kees2success.com](mailto:inquiries@kees2success.com).

KEES is an equal opportunity employer and does not discriminate based on race, color, gender, religion, age, sexual orientation, national or ethnic origin, disability, marital status, veteran status, or any other occupationally irrelevant criteria.