

Executive Search Associate

National, Remote | Fall, 2022

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BOSTON | NEW YORK

About Development Guild DDI

Based in Boston and New York, Development Guild DDI (DG DDI) is a nationally leading consulting firm that provides executive search, fundraising counsel, and campaign services to mission-driven, nonprofit organizations and educational institutions. We bring a powerful combination of discipline and innovation to every client engagement, delivering solutions that are both strategic and deeply rooted in experience and data.

Drawing upon more than 2,500 client engagements and 40+ years working in every nonprofit sector, our collaborative approach is distinguished by candid dialogue and supported by cutting-edge technology. We commit to understanding each client's opportunities and challenges and to translating that knowledge into viable solutions. We are proud of the impact we have on their ability to achieve mission delivery.



Friends of the High Line

Executive Search Services

Our **executive search services** are noted for delivering exceptional candidates. As retained counsel, we lead searches for CEOs, C-suite leaders, and fundraising talent. Employing a trusted search process that understands and respects each organization's unique culture and opportunity along with our proprietary research technology, we support our clients in hiring exceptional candidates.

Fundraising Services

We partner with our clients to drive fundraising opportunities from concept and vision to dollars raised and goals met. Our **fundraising services** include capital campaigns, assessments, and planning, acquiring and training talent, and providing resident counsel while an organization builds its own capacity. We join client leadership in their efforts to increase philanthropic revenue and ROI – and deliver on their plans.

Our Clients

Clients trust us. They know we share their passion. And they appreciate our track record of repeatedly creating tangible, lasting value. We are proud to have partnered with a wide range of institutions, including:

Appalachian Mountain Club
Boston Children's Hospital
Cancer Research Institute
Cedars-Sinai Medical Center
City College of New York
Colby College
Fountain House
Friends of the High Line
Harlem Children's Zone
Jacob's Pillow

Mobilization for Justice
Mount Sinai Health System
National Audubon Society
New-York Presbyterian Hospital
Planned Parenthood of Arizona
Phillips Exeter Academy
Pine Street Inn
UMASS Amherst
WBUR
World Trade Centers Association

Explore [Our Clients](#) to learn more about our work and our clients' successes.

Our Team

Our people are our greatest asset. Their experience, talent, ambition, and dedication to advancing important social, cultural, educational, and scientific goals set us apart and provide our clients with unparalleled services. Our employees are driven by these values:

- Excellence through knowledge
- Innovation
- Integrity and accountability
- Diversity, Equity, and Inclusion
- Inspired by our clients
- Passion for our people

We invest considerable effort to ensure challenging and interesting opportunities for our team of 30+. Learn more about what it's like to work at Development Guild on our [Join Us](#) page.

About the Position

Development Guild DDI seeks a full time Executive Search Associate with excellent communication and organizational skills, as well as a commitment to working with extraordinary nonprofit organizations. This position offers an excellent opportunity for someone early in their career to gain experience and insight into the nonprofit and consulting fields while working collaboratively with a committed team of staff members.

This position's focus on executive search services makes it ideal for candidates interested in a career path related to candidate identification and research, project management and coordination, and other aspects of executive recruiting. The Associate will be trained in and gain experience in conducting candidate research. The Associate will also be trained to serve as a client project coordinator, working with consultants in executive search project teams, as well as be trained to develop candidate pools. This is a full-time remote position, to work with an all-remote team.

Key Responsibilities

- Manage, as a team member, executive search client projects
- Draft and edit correspondence and other documents, agendas, spreadsheets and other materials (e.g. position announcements, outreach materials, candidate packets, etc.)
- Coordinate for internal team and client meetings
- Perform internet and database research to develop candidate pools and in-depth research on individual candidates
- Monitor contract progress and budgets
- Build relationships with candidates and foster positive relationships with clients; and
- Demonstrate exemplary work ethic, character, and communication skills.

Key Qualifications

- Minimum 1-2 years of experience in a professional setting, knowledge of recruitment process a plus
- Excellent communication, interpersonal skills, and presentation skills; customer service oriented; work well with different constituencies
- Exceptional editing and writing skills
- Strong organizational skills and attention to detail

- Ability to manage up and willingness to contribute ideas
- Strong tech/media skills (experience with Microsoft Office, Adobe Suite, CRM software, etc.); able to pick up new programs quickly
- Resourceful; able to work well in a fast-paced environment, multitask and prioritize
- Patient and flexible work style; team-oriented
- Ability to handle confidential information
- Interest in nonprofit sector and the missions of our clients

Our Commitment to DEI

Diversity, equity, and inclusion (DEI) are essential elements of mission-driven and philanthropic work. At DG DDI, we recognize that diverse voices, perspectives, and experiences are required for the greatest impact. Through our executive search services, we are dedicated to building a thriving, diverse community of nonprofit leaders. Through our fundraising and campaign services, our strategic counsel aligns with and furthers our clients' goals of Board, volunteer, and donor diversity and inclusion. Furthermore, in support of our ongoing commitment to increasing diversity in the fields of advancement and fundraising, we partner with the Council for Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP) to sponsor initiatives and fund scholarships that focus on fostering inclusivity and opportunities in the profession.



Johns Hopkins University School of Medicine

As we work to improve our ability to address diversity, equity and inclusion through our client services and partnerships, we are also looking inwards. In 2020, we created a DEI Task Force to assess, strengthen, and measure the effectiveness of our efforts. Since then, we have made great strides in:

- Understanding our staff's perspectives regarding our DEI successes and opportunities for growth – and crafting an ongoing strategy to address these opportunities.
- Reviewing and revising our hiring and recruiting processes to increase the diversity of staff.
- Developing a shared language around DEI to ensure all staff feel recognized, comfortable, and respected as we navigate potentially sensitive topics.
- Providing learning and training opportunities for staff as it relates to DEI, including online courses, reading challenges, and a library of resources.
- Providing support and resources for all staff to successfully address DEI in their respective roles and projects.
- Assessing our existing network, and intentionally broadening the vendors, membership organizations, and candidate pools we partner with to diversify our network.
- Updating both internally and externally-facing materials to use more inclusive, intentional, and specific language.
- We have also engaged outside counsel to further our expertise and impact.

DEI is a continual process of improving, and we recognize that we are always learning – and supporting our clients as they do the same.



National Audubon Society



Cradles to Crayons

Our Future

As we chart the path of our future, we are focused on the following priorities:

Expanding our national platform

We have expanded the reach of our firm substantially in the past 5 years. Through strategic advertising, the recruitment of staff, and participation in select associations, we continue to deepen our relationships with nonprofits from coast to coast, growing our impact on a national stage.

Creating a great place to work for a highly talented and diverse team

Our greatest accomplishments are all thanks to our team. As we expand, we are committed to the continual diversification of our staff at all levels, recognizing that dimensions of diversity include (but are not limited to) race, ethnicity, sexual orientation, gender identity, and disability status. As we welcome new team members, we are focused, too, on providing fulfilling career paths and opportunities to help Development Guild employees thrive, stay, and lead. Transitioning to a fully remote work environment over the past couple years has only underscored the importance of creating community and support for all staff.

Delivering innovative—and responsive—services to nonprofits in every sector

Innovation has long been a hallmark of our work – and what so many of our clients cite as the key to our successful partnerships. As the marketplace changes, the needs of nonprofit organizations change. As a result, we do, too. Whether it be expanding our CEO recruitment services, deepening our prospect modelling services, or assisting organizations as they onboard talented professionals in a fully remote setting for the first time, we are prepared to listen to our clients and the market and innovate and adapt our services to best support their needs.

It is an exciting time to join Development Guild. We welcome the opportunity to speak with candidates who want to participate in shaping the future of the firm.

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The compensation range for this position is \$48,000-\$59,000

The best workplaces embrace DEI as core to every aspect of their work, understanding that innovation and strength come when everyone is given the individualized support they need to succeed. At Development Guild, we are dedicated to the continued diversification of our staff, and to creating a culture of equity and inclusion for all. Our staff is comprised of diverse voices, perspectives, and experiences – and we are better for it.

Development Guild is proud to be an equal opportunity employer. We consider all candidates for employment without regard to race, color, religion, sex, gender identity, sexual orientation, national origin, disability or protected veteran status.

For consideration, please email your cover letter and resume in confidence to:
searchassociate@developmentguild.com

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St. Mark's School