



## CENTER FOR VOLUNTEER & NONPROFIT LEADERSHIP

### Executive Search Assistant Job Announcement

**Position Overview:** The Executive Search Assistant aids the Director of Executive Search in all stages of the recruitment process for top executive and C-suite talent for nonprofit organizations in the greater Bay Area.

CVNL provides expert guidance and professional resources that support nonprofits in advancing their missions. Like the organizations served, CVNL is a nonprofit and intimately understands the challenges and the strengths of nonprofit organizations. We are dedicated to advancing nonprofits and volunteerism by strengthening leadership, encouraging innovation and empowering individuals in our community.

Reporting to the Director of Executive Search, the Executive Search Assistant maintains workflow for the executive search process and department. The Assistant works collaboratively and communicates effectively with the Director, clients, candidates, and CVNL staff to ensure a smooth, high-functioning work environment while maintaining diplomacy and ensuring confidential matters are handled appropriately.

The Assistant provides outstanding administrative skills with strong attention to detail to ensure accuracy and to successfully fulfill Executive Search Services department goals.

#### **Responsibilities:**

- Schedule & coordinate Director/client/candidates/search committee/interim consultant meetings and interviews, maintain and track confidential communications, schedules, files using established electronic filing systems, recruiting database and on-line tools; facilitate candidate flight arrangements and hotel accommodations as required.
- Prepare materials, draft and accurately update search-related correspondence and documents; facilitate on-line surveys; compile data, synthesize and draft results for reports. Correspondence includes drafts of documents such as client proposals and contracts, electronic communications, job postings and announcements, process correspondence, status reports, offer letters, background checks, etc.
- Organize, track, maintain and update data, portfolios and documents in electronic files.
- Using recruiting software database, oversee applicant tracking and communications from initial phases to close of each search; maintain electronic filing system and recruiting database to ensure information is accurate and current.
- Coordinate job postings and placement announcements using various on-line job boards, social media outlets, etc.
- Provide basic evaluation to ensure applicants meet client hiring standards.
- Utilize existing systems, procedures and policies, monitor projects and resolve problems by analyzing information and data; identify solutions for long-term improvements and provide recommendations to Director.
- Administer client and consultant contracts following invoicing policies and procedures and maintaining accurate accounting records and summaries.
- Facilitate communication to ensure positive relationships and outstanding customer service.
- Maintain workflow, keeping multiple projects on track and on time to meet flexible deadlines.

- Manage meeting and interview logistics including scheduling, room reservations, agendas and materials, and catering.
- Provide general administrative support for department, Director and CEO as requested, including scheduling meetings, copying, scanning, faxing and emailing confidential documents.
- Working with all CVNL staff, support annual events and other projects as needed and assigned.

### **Qualifications**

- Strong administrative, project and process coordination experience.
- Organizational and time management and reporting skills.
- Solid communication and writing skills; excellent knowledge and use of grammar and style.
- Capable of synthesizing and analyzing information and drafting status reports, documents and correspondence with outstanding attention to detail and accuracy.
- Initiative and problem solving abilities.
- Professionalism and outstanding interpersonal skills to handle questions and concerns with speed and to support positive customer and stakeholder relations.
- Able to exercise discretion and independent judgment with respect to CVNL's work, clients, search applicants and candidates; sensitivity in coordinating confidential information and high degree of integrity.
- Demonstrated success coordinating multiple projects simultaneously in a fast-paced work environment.
- Solid computer and Internet skills; experience with Microsoft Office Suite and Adobe Acrobat required. Knowledge of recruiting database software a plus; willing to train, must embrace technology.
- Bachelor's Degree or proven relevant work experience.

**Additional information:** The position requires the ability to work some evenings and weekends as needed and with advance notice.

Compensation will be commensurate with experience.

Status: Exempt, Full-time

### **To apply:**

- Email PDF Resume and Cover Letter in confidence to: [executivesearch@cvnl.org](mailto:executivesearch@cvnl.org)
- Include in the Subject line: "Executive Search Assistant"

Applications without a cover letter will not be considered.

*CVNL is an equal opportunity employer and makes employment decisions on the basis of qualifications. Policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.*

*Submission of your application is not an offer of employment or an employment contract.*