



Client Services Coordinator Full Time

ABOUT LEADERSHIP SEARCH PARTNERS

Leadership Search Partners (LSP) helps good causes recruit great leaders. We are a boutique executive search firm specializing in senior management positions in the nonprofit sector. Our clients range in size from grassroots agencies to multi-site and national organizations. We work across a broad spectrum of fields but take on clients only when we believe in their mission and have confidence that our expertise and approach are suited to their needs.

The hallmarks of our work are a deep commitment to personalized service; the proven ability to match organizational culture and leadership needs, not just skills and experience; and doing what it takes to ensure our clients do not settle for second best.

ABOUT THE OPPORTUNITY

We work with a team-based model. While each search has a lead consultant, all of us are engaged in some way on every search. We meet weekly, and believe that the sum is greater than the parts in terms of the delivery of service to our clients. Our core values are transparency, accountability, respect, kindness and generosity. We are a division of Brakeley Briscoe, Inc., a national fundraising consulting firm. Our office is in San Mateo, CA.

POSITION SUMMARY

This position reports to the Managing Director and is an integral part of the search team for a variety of client assignments. The office is fast paced, with a team-oriented approach and a focus on exceptional customer service and high quality products. Telephones are active; calls are to and from the executive level and require professional telephone skills. Staff are expected to be self-starters with a sense of responsibility and ownership towards work. Attention to detail is a must. This position at times will also provide research and administrative services to the Fundraising Consulting Division of Brakeley Briscoe so cross training will be essential.

RESPONSIBILITIES

- Track business inquiries, create proposals and LSP collaterals, and arrange calls and interviews with potential clients
- Maintain and provide reports from the Encore database which stores search information, prospective client information, candidate information, and organization information
- Create search-related documents, reports, and candidate portfolios
- Handle search-specific logistics such as arranging client conference calls and meetings, in-person and virtual
- Launch search email campaigns and place job advertisements
- Arrange candidate interviews and coordinate location, invitations and any other key scheduling details
- Maintain and submit search-related expenses and reimbursements
- Support managing director in client stewardship effort

HELPING GOOD CAUSES HIRE GREAT LEADERS



- Act as a representative of LSP including greeting visitors, coordinating with external parties and answering phones
- Organize and participate in team meetings and conference calls as appropriate
- Depending on organizational needs and capacity, source and assess candidates and perform search-related or business development research
- Handle administrative functions including filing, mailing, and managing office inventory
- Provide research and administrative support to the Fundraising Consulting Division of Brakeley Briscoe

CANDIDATE QUALIFICATIONS

The successful candidate will be a proactive, highly organized and professional individual who is motivated by a fast-paced and entrepreneurial culture. A commitment to the nonprofit sector is a must.

EXPERIENCE/SKILLS:

- Prior professional or internship experience in the nonprofit and philanthropic sector, education, executive search, or professional services; ideally 1-3 years of experience
- Skills and previous experience in working with computer systems and databases and email marketing platforms
- Strong skill level with Microsoft Office, primarily Outlook, Word and Excel
- Excellent communication skills: verbal, written and interpersonal
- Demonstrated ability to work in a deadline-driven context
- Facility in managing social media (Facebook and Twitter) is helpful

TO SUCCEED IN THIS JOB YOU SHOULD:

- Enjoy meeting and contacting new people on the phone, via e-mail and in person
- Deal well with uncertainty and change
- Be able to quickly assimilate information
- Be fanatical about sweating the small stuff
- Be willing to do detail work and rote tasks
- Enjoy working as part of a team
- Be a self-starter who is not afraid to ask for clarification
- Be very comfortable using technology to get things done and to communicate

To apply please email a cover letter, resume, and one writing sample to employment@brakeleybriscoe.com. Please note in your cover letter where you saw the job listing. No phone calls please.