

GoodCitizen

Associate **Location: Remote**

The Opportunity

GoodCitizen believes that the right leadership can shape the world for good. We are an executive search firm working to advance leadership for mission driven organizations. Our clients – philanthropies, non-profits, and social enterprises – understand the importance of diverse, connected, and impactful leadership teams and authentic engagement with the communities they serve.

GoodCitizen is looking to hire an Associate for our growing executive search practice. Associates play an integral role for our team and for our clients. As an Associate, you will develop a deep understanding of the social sector and the organizations working to address the most important issues of our time including: climate change, education, social justice, global development, and human rights. You will gain insights into the internal strategies and leadership structures that frame the work of leading foundations, nonprofits, and social impact organizations around the world.

Additionally, you will have the opportunity to develop and hone skills in strategic administrative and logistical support, external communications, sourcing, writing, and project management. You will gain knowledge and skills on how to support executive searches through to completion as well as identify new talent to transform organizations at pivotal, transitional moments.

We are in an exciting growth phase and expanding our team. We are looking for:

- Highly motivated self-starter with a passion for purpose driven work
- Natural collaborator who enjoys working in an entrepreneurial environment and providing exceptional client and partner experiences
- Eagerness to partner with premier social sector clients who are at the forefront of driving social change in the US and around the world
- Team players who thrive when working hard in a collegial and inclusive environment
- A deep commitment to equity, diversity, inclusion, and belonging
- A rigorous process orientation and professional services focus
- Interested in building skills in candidate research, professional communication, project management, and client services

Ideal Candidate

As an essential member of search project teams, Associates are important points of contact for team members, candidates, and clients to ensure timely success of each project. Associates work in matrixed teams across a portfolio of searches with team members in various geographic locations. Associates have a portfolio of responsibilities that includes all administrative and

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logistical planning and execution, information/knowledge management and dissemination, project management, and sourcing potential candidates.

We are seeking a strategic administrative professional who has a customer/client service mindset and is a detailed project manager capable of balancing their support on multiple searches at once. The ideal person for this role will be an excellent verbal and written communicator, strong relationship builder with diverse internal and external audiences, and an adaptive problem solver. A collaborative and supportive work style along with a strong orientation towards customer service and proven prioritization and organizational skills are required. Proactiveness is essential; Associates must anticipate needs, effectively tailor communication to various audiences, and be comfortable managing up to senior staff and clients. It is important that Associates have the ability to be successful with shifting priorities, urgent tasks, and collaborative problem solving. An aptitude for systems, technology, and research is also critical to success in this position.

In an entrepreneurial environment like ours, we seek Associates who are willing to innovate and support GoodCitizen's business growth, operations, and culture.

This is an ideal opportunity for someone with early career experience in executive recruiting and/or professional services who wants to build their skills and would like to be involved in projects from start to finish, specifically supporting impact focused organizations working in philanthropy, climate, education, or global development.

Key Responsibilities Include:

Strategic Administrative and Logistical Management

- Lead on executing strategic scheduling initiatives, balancing multiple timelines and resources to inform strategic scheduling decisions and mitigate potential conflicts.
- Provide proactive leadership for high-quality administrative and logistical structures and strategies for multiple search projects with competing priorities.
- Manage complex scheduling, calendaring, and coordinating internal and external meeting logistics, including video conferencing and travel support.
- Proactively anticipate future demands and navigate stakeholder relationships to optimize efficiency and project outcomes.

Information and Knowledge Management

- Manage production and dissemination of client meeting materials electronically.
- Reconcile and track expenses for team members, as well as clients and candidates.
- Maintain accurate and timely records on shared drive and internal database.
- Preserve confidentiality of candidate and client documents and materials

Communication and External Engagement

- Liaise with candidates and clients around all administrative and logistical matters, proactively managing project timelines.
- Copy-edit position profiles, decks, dashboards, memos, and all other externally facing materials and documents.

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Sourcing and Outreach Support

- Support search lead and other team members in conducting research to identify diverse pipelines of candidates and referral sources.
- Utilize best practices for an open and inclusive search process that challenges bias and promotes equity.
- Maintain strong and timely communications regarding action items and next steps for candidates, clients, and the GoodCitizen project team at key stages.

Desired Qualifications and Skills

With the understanding that no one person will offer every desired skill or qualification outlined below, compelling candidates will offer much of the following:

- At least 2-3 years of relevant administrative or coordinating experience in professional services consulting firms; executive search or recruiting settings is a plus
- Demonstrated success coordinating complex logistics, scheduling with multiple internal and external calendars, and projects with internal and external stakeholders
- Ability to manage several projects simultaneously and with competing priorities
- Experience proofreading and editing Word Documents, Excel sheets, presentation decks, and external facing materials
- Demonstrated experience building trusting and respectful relationships with people internally and externally; GoodCitizen's team members, candidates, and clients are people from different races, ethnicities, cultures, geography, gender, gender identity, class, and sexual orientation.
- Advanced writing skills for external facing communications – memos, emails, presentations, etc.
- Knowledge of and interest in the social sector is an asset
- A strong interest in the importance of social justice and equity, of finding and placing the right leader in the right role, and advancing the mission-driven work of the organizations we serve
- Exceptional relationship management skills; demonstrated experience engaging with clients and external partners using a relational, trust-based, and human-centered approach
- Experience with databases or CRMs is preferred
- Brings a workstyle that values collegiality, collaboration, quality, excellence, and fun

Compensation and Benefits

The base salary range for this position is \$55,000-\$65,000 and will be based on professional background, years of experience, and ensuring pay equity within the organization. GoodCitizen offers a generous benefits package.

GoodCitizen is an equal opportunity employer. We're committed to creating a workplace where employees thrive both personally and professionally, while also feeling included, respected, and valued. We actively seek out diverse backgrounds, perspectives, and skills so that we can be collectively stronger and have sustained impact.

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To Be Considered

To Be Considered Please submit your resume and cover letter expressing your interest in the position and fit for the role via the [Become a Candidate](#) button. Letters may be addressed to Martens Roc.

Applicants applying by May 13th will be given priority consideration, with the position open until filled.