



Oxford HR | Candidate Pack

Associate Consultant (Executive Search)

March 2024



About Oxford HR

Exceptional leaders can inspire change and propel purpose-led organisations towards reaching their world- changing goals.

Finding such leaders can be a challenge; and yet their transition into leadership is vital to an organisations mission and success.

Oxford HR is a global leadership consultancy dedicated to searching for and supporting remarkable leaders and teams in purpose-led organisations.

We manage executive level search and appointments and offer leadership and change services which include coaching, consulting, team and leadership development, Founder-CEO transitions, Board Placements, and more. We work with non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks, and government institutions. Our clients are from all over the world.

We have developed the following sector specialist areas:

- Environment, Climate & Conservation
- Trade, Finance, Impact Investment
- Education

- Health
- Livelihoods & Agriculture
- Data, Technology & Research
- Human Rights & Equality
- Disaster & Humanitarian Response

Our teams work globally from offices in Europe (Oxford and Amsterdam), Africa (Nairobi), Asia (Singapore), and the Americas (Washington, D.C.) with teams spanning the respective regions. We have around 35 staff, and 45 associates spread across 20 countries. We are committed to equity, diversity, and inclusion which are part of our organisational values. We embrace cultural difference and strive towards creating inclusive behaviours. As an organization, we are learning and growing in our DEIA journey and approach our work with an intersectional lens.

Our **Vision** is 'An equitable, sustainable planet, delivered by leaders inspired by the need for urgent change' and our **Mission** is 'to identify and support leaders creating lasting positive social and environmental impact'.



The Role

Title:

Associate Executive Search Consultant – Americas

Location:

USA, preferable Washington DC/ flexible

Contract:

Associate (independent contractor)

Closing Date:

Applications will be reviewed on rolling basis

Job Summary:

In this role you will work closely with an experienced team of executive search and leadership & change professionals with extensive experience in the philanthropic, not-for-profit and ESF space.

A confident business development and networking professional, diplomatic in her/his approach and with proven and excellent client and organizational skills you will provide support to the following: identifying and sourcing new clients, communication and marketing (e.g., producing candidate packs, amplifying via social media), researching candidates, screening applicants, coordinating client and candidate meetings, writing reports, billing, and other administrative tasks.

This person is familiar with the for-purpose sector and ideally has established networks around philanthropic and international organizations, and stakeholder across the ESG sector, is organized and flexible, enjoys business development and thrives meeting and talking to people (both candidates and clients), possesses an eagerness to learn, and is keen to practice a wide range of skills.

**We strongly encourage women and minorities to apply.*



Key Qualifications

Skills and Abilities

- Executive Search, Business Development, or Fundraising experience - preferably among international organizations or social and environmental enterprises.
- Excellent communication and deep listening skills and a partnership approach to working with clients.
- A love of networking with a strong track record of business development, alongside an ability to build authentic relationships quickly with proven networks across the aforementioned sector.
- The ability to manage a project team and a desire to get the best from people while creating a supportive working environment.
- Effective, decisive management and business planning skills.
- Excellent presentation skills and written and spoken English, with experience of report writing and attention to detail. An additional language (Spanish, French or Portuguese) a plus.
- Experience of working internationally and collaboratively in a diverse and multi-cultural team.
- Good negotiation skills, with the ability to persuade effectively and deliver convincing arguments.

- A keen interest to learn about new subjects and organisations at speed.
- Empathetic and intuitive with belief in your own judgement.
- A willingness to work flexibly.

Experience

- Work in one of our sector specialisms. With a passionate interest in tackling change. An openness to different approaches and a willingness to work with a range of organisations from radical activists to commercial startups.
- Proven experience of managing multiple consecutive projects, prioritising work to deadlines and achieving results with and through others.
- Experience in a client facing role – could be in a commercial setting or with partners or funders in an NGO.
- Proven experience of managing people, with a coaching approach.
- A previous role in Executive Search, Talent, Coaching, Mentoring or Business Development, Fundraising and Partnerships in an international social or environmental nonprofit, development organization or enterprise would be ideal.

Key Qualifications

Personal Attributes

- Confident and accountable, an ambitious person with a drive to succeed.
- Commitment to the values inherent in diversity, equity and inclusion.
- Knowledge and interest of regional geopolitics and its key players and needs.
- Being able to work independently and as an active team member.
- Alignment with Oxford HR's values.
- Diplomatic, pragmatic, tactful, non-confrontational but able to get a point of view across.
- Strong awareness and understanding of cultural and external issues that are likely to impact Oxford HR.
- Solutions oriented and high levels of personal organisation, stamina and resilience.
- Open to change and agile, able to thrive in a growing and fast-paced environment.
- Optimistic





Oxford HR Values

Oxford HR's values are aligned with those of the international development sector, and we are trusted to appoint leaders who are not only technically competent but who are also aligned in terms of organisation's culture and goals and committed to support the achievement of the UN Sustainable Development Goals (SDGs) and the priorities in the Agenda 2030 as well as the African Union Agenda 2063. More specifically we believe in:

Care

- To care about our colleagues' well-being and progression.
- To care deeply about our sector and our planet.
- To care about our clients and their missions.
- To care and value all of our candidates.

Expertise

- To recognise and learn from everyone's individual expertise.
- To recognise the financial value our expertise holds (don't undersell yourself!).
- To be globally recognised leadership experts.
- To be thought leaders in our sectors.

Diversity

- To make sure everyone is represented and valued in our organisation.

- To recognise diversity as a strength in all its forms.
- To always challenge a lack of diversity where we see it.
- To work with our clients to drive real change in the world.

Integrity

- To put our mission and values at the heart of everything we do.
- To ensure we are honest in all our interactions with our colleagues.
- To be led by our values in our client facing work.
- To be transparent in all our interactions.

Ethical

- To ensure we offer opportunities, advancement and recognition to our colleagues.
- To trust each other to be open and fair.
- To respect client and candidate confidentiality.
- Encouraging and learning from client feedback.

Collaboration

- To embrace teamwork and the 'hive mind'.
- To foster a culture of inclusive collaboration.
- To work in partnership with impact-led organisations.
- To facilitate collaboration with our networks for actionable solutions.



How to Apply

All correspondence, at this stage, should be via Oxford HR. To apply for this post, click on the “Apply” button on the job advert page, complete our online application form, and submit your CV and cover letter as two different documents, which should be prepared before applying as they will be considered in the application process.

The cover letter should be no more than two pages long and explain why you are interested in this post and how your skills and experience make you a good fit.

The documents should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-032024-OxfordHR or Pat-Jones-CoverLetter-032024- OxfordHR.

Timeline

Applications will be reviewed on an ongoing basis.

Selection Process

All candidates will receive an update regarding their application after the closing date. We advise candidates to add the role email to their safe senders list and regularly check their spam folder.

Equality Statement

Equality and diversity are at the core of Oxford HR's values. Staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

Queries

If you have any queries on any aspect of the appointment process, need additional information, or would like to have an informal discussion, please email at associate-consultant-americas@oxfordhr.com in the first instance.



Oxford

46 Woodstock Road
Oxford
OX2 6HT

United Kingdom

+44 (0) 1865 985 457

Amsterdam

Korte Schimmelstraat 12
1053 SZ
Amsterdam

The Netherlands

+31 (0) 683 334 473

Nairobi

Indigo Cowork Space,
Off General Mathenge Road,
Westlands,
Nairobi,

Kenya

+254 (0) 715 163 631

Singapore

6 Battery Road
#06-16
049909

Singapore

+65 (0) 9114 1439

Washington

1250 Connecticut
Avenue NW
Suite 700
Washington, DC
20036

United States of America