



Oxford HR | Candidate Pack

Associate Consultant – Americas (Executive Search)

January 2025

About Oxford HR

Oxford HR is a B-Corp certified global leadership consultancy, specialising in supporting leaders working towards environmental and social impact.

We manage executive level search and appointments as well as offering services which include executive coaching, DEI consulting, team and leadership development, interim placements and founder-CEO transitions, among many more offerings. We work with international and domestic non-profits, NGOs, consultancies, foundations, start-ups, think-tanks, social enterprises, multi-lateral development banks, government institutions, and businesses.

Our teams work globally from locations in Europe, Africa, Asia, and the Americas. We have over 40 staff, and 45 associates spread across 20 countries.

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





The Role

Role:

Associate Consultant – Americas

Location:

Americas, flexible (excluding Canada)

Contract:

Associate Consultant

Closing Date:

Applications will be reviewed on a rolling basis. Early applications encouraged.

Job Summary

In this role you will work closely with an experienced team of search professionals with extensive experience in the international development sector, leading business development and client management efforts across the executive search practice area.

You will provide support to the following: business development, networking, client and relationship management, proposal development, communications and marketing (e.g., thought leadership, contributions to materials, publicly representing the organization, etc.), screening applicants, providing guidance to clients, report writing, billing, and other individual tasks.

This ideal candidate is organized and flexible, well networked and informed on contemporary matters in your chosen sector (e.g., climate, international development, human rights, ESG, etc.) experienced in managing client relationships, successful in business development efforts, and knowledgeable about executive recruitment, leadership, and organizational change management.

Key to success in this role is a passion for the for-purpose sector and for the people who do this work. Successful candidates are experienced, self-driven actors who work well within teams committed to identifying opportunities and solutions for our executive search clients.





Person Specification

Skills and Abilities

- Excellent communication and deep listening skills and a partnership approach to working with clients.
- A love of networking with strong skills in business development, alongside an ability to build authentic relationships quickly.
- 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.
- 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 in learning about new subjects and organizations at speed.
- Empathetic and intuitive with belief in your own judgement.
- A willingness to work flexibly.

Experience

- Work or voluntary experience 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 organizations from activists to commercial startups.
- Proven experience of managing multiple consecutive projects, prioritizing 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.
- An earlier role in Executive Search, HR, Talent Development, Coaching, Mentoring or Consultancy would be an advantage. Experience in Executive Search is not essential if you can demonstrate transferable skills and alignment with our values.

Personal Attributes

- Confident and accountable, an ambitious person with a drive to succeed.
- Knowledge and interest of regional geopolitics and its key players and needs.
- Being able to work independently and as an active team member.
- Commitment to international development and ensuring gender and diversity representation.
- 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 organization, 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 organization'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:

Continuous improvement – we measure and evaluate what we do, take feedback, and improve upon it. We use technology to support our work and ensure our team are constantly learning and developing their skills. We innovate wherever we can to secure our approach is the best possible for any project we undertake. We are open to criticism. We are naturally curious.

Collective and personal expertise – we believe no one person has a monopoly on the right answer and ensure we work collectively on our projects and challenges. We share knowledge and focus on disseminating ideas and

expertise across the whole organisation. We hire people who are steeped in the backgrounds they're delivering services in, who are professional and resourceful, and constantly eager to learn and committed to their own personal development.

Care – for our staff, our associates, our clients, and candidates and for the sectors we work in. We work globally, across many cultures and constantly strive for a culturally sensitive response in all our projects. Our culture is non-hierarchical, and we regard staff and associates as equal parts of our Oxford HR family.

Cultural sensitivity - we recognise the under representation of certain minority groups in leadership roles and want to challenge that wherever we can. We relish having a diverse workforce.

Ethical and transparent – we uphold principles of ethical recruitment including openness and transparency in our dealings with candidates and clients.





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 document should be saved in PDF in the following format: Your First Name-Your Last Name-Document Name-Date (mmyy) e.g., Pat-Jones-CV-012025-OxfordHR or Pat-Jones-CoverLetter-012023-OxfordHR.

Timeline

Closing Date: Rolling basis
(Early applications encouraged)

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.



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