

**DRiWaterstone**  
**Executive Search Associate**  
**Position Description**  
**Remote**

DRiWaterstone seeks an Executive Search Associate to join a growing team of highly experienced and respected executive search professionals who are committed to placing mission and purpose driven leaders into purpose and mission driven organizations.

**DRiWaterstone's Mission**

Since 2001, DRiWaterstone has provided services to help mission and purpose driven organizations located across the country and around the world to grow, thrive, and excel. We offer executive search services to support a roster of mission and purpose driven clients that includes such renowned organizations as AARP, Ocean Conservancy, Brookings, Howard University and The American Association of Immunology. DRiWaterstone's executive search practice helps organizations design effective staff structures and identify and recruit outstanding leaders who will help make the world a better place.

**The Opportunity**

DRiWaterstone seeks Executive Search Associates for both our nonprofit and social impact practices. The ideal candidate will have prior executive search experience in the nonprofit/social impact sector or have skills that translate comprehensively to the position responsibilities.

The Executive Search Associate plays a significant role in the search process from beginning to end. Exceptional communication skills are required in order to balance the daily demands of multiple stakeholders. You will be part of a search team that is led by a managing director or senior search consultant and will be responsible for working with them to conduct a successful search where highly skilled and qualified candidates are presented to the client within the set timeline. An ideal candidate will have the motivation and drive to learn the art and science of executive search with the goal of growing into the role of search consultant. Our entire team is dedicated to improving organizations and the lives of those who work with them. We believe in good citizenship and seek to work with clients who share our values: Honesty, Urgency, Excellence, Diversity, Confidentiality, Service. We dedicate our practice to the ultimate satisfaction of not only our clients, but our candidates who also demand our utmost respect and professionalism.

**PRIMARY RESPONSIBILITIES**

- Serve as a partner to the CEO, Managing Directors or Senior Search Consultants on executive searches with responsibilities to include:
  - Research organizations and candidates with a goal to identify highly qualified candidates for each search within the first five weeks of the search kick-off.
  - Prepare and place advertisements in suitable and researched on-line publications, list serves, and job boards.
  - Evaluate candidates and prepare profiles.
  - Contribute to client updates and attend client status and update calls.
  - Provide excellent service to clients and consultants.
  - Maintain data integrity in Invenias, our database of record.
  - Meet clients' needs through delivering qualified candidates on schedule.

### **PREFERRED COMPETENCIES AND QUALIFICATIONS**

- The ability to manage and juggle multiple tasks simultaneously.
- Outstanding project management skills
- Superior oral and written communication skills.
- Highly organized and committed to excellence.
- A competitive spirit who is undaunted by small obstacles but also possesses a sense of humor.
- Strong problem-solving skills.
- Knowledge of and experience in the nonprofit sector.
- A passion for connecting great people with great opportunities.
- Empathy and the ability to work well with a team while also possessing the ability to work independently with minimal support and thrive in a virtual office environment.
- Creativity, adaptability, the ability to generate ideas, and comfort handling multiple responsibilities.
- Curiosity and the ability to come at research from multiple perspectives.

**Education:** Bachelor's Degree

### **Corporate Culture and Benefits**

DRi/Waterstone operates in a remote/hybrid mode. However, we do meet in person both with clients and each other as needed. Additionally, the entire company comes together 4 times a year.

DRi/Waterstone employees receive profit sharing, medical, vision, dental, and disability insurance, unlimited vacation, 10 federal holidays, and we are closed the week between Christmas and New Year's and the week of July 4th.

### **PREFERENCE WILL BE GIVEN TO CANDIDATES WITH**

- Executive search, nonprofit, and social impact expertise and networks

DRi/Waterstone provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws.