



| Delivery Manager |

Job Description

Our Firm:

[Cultura Solutions](#) is a top 20 retained executive search firm in Minneapolis, MN, that ensures a real return-on-investment for its clients by intentionally engaging in less client volume and, instead, offering an unparalleled devotion to search delivery excellence for select partners. We partner with middle-market and enterprise corporations mainly across 3 vertical categories - Consumer Markets (Retail/CPG/D2C), Industrial Markets (Advanced Manufacturers/Industrial Services), and Commercial Services (CRE Developers/Commercial and Specialty Contractors) - to help them identify, engage with, and hire impactful senior executives and their successors within the core business services functions of their organizations.

Our principals are exceptionally skilled at identifying and engaging non-active talent prospects by crafting compelling messages about our client's businesses and sharing them with a strategically targeted audience in a professional and polished but assertive way.

[Cultura Solutions](#) operates on a foundational philosophy of focusing less on "volume", and offering more dedication to service and delivery which allows us to deliver at an uncommon level on every search engagement we commit to. We provide uniquely dedicated service to our client-partners, and ensure a successful and impactful leadership hire every time we are entrusted to do so. When making decisions, we believe in putting people before profits, driving trust and transparency into our everyday operations.

Our mission is to be the most TRUSTED leadership search partner in the business. *Cultura Solutions is an Equal Opportunity Employer.*

Position Summary - Delivery Manager

Reporting to the Principal Delivery Manager, the Delivery Manager is responsible for executing full cycle recruiting of impactful mid to senior level leaders across core Corporate Business functions including Marketing, Operations, Information Technology, Sales, Finance, and/or Human Resources leadership.

In this role, you will partner with the firm's principals and client-partners to define strategic hiring objectives and talent gaps. You will craft custom approaches and search strategies for each individual search assignment through comprehensive research and sourcing efforts. You will build and maintain comprehensive prospect lists of leaders who meet and/or exceed each individual client-partner's needs, and you will deliver on search projects through creative and engaging outreach and messaging efforts.

You will also act as a thought leader and subject matter expert on market trends, general recruiting intelligence, industry changes, and talent marketplace shifts.



You will also be fully empowered to share your creative ideas in operational areas of the firm, like content creation (insights, video, podcasts), internal process improvement (technology system utilization and implementation), and marketing.

Responsibilities:

- Consults with internal and external hiring stakeholders to drive an understanding of the client's talent gap and strategic hiring objective.
- Crafts a custom and creative research/delivery strategy for each particular search engagement
- Conducts extensive outreach and deep-dive assessments of prospective leadership candidates
- Evaluates all critical skills and experiences of each prospective candidate via phone and in-person.
- Remains knowledgeable and abreast of leading industry trends, recruiting best practices, human capital insights, market intel, etc.
- Digital asset creation and documentation for prospective candidates to share each client-partner's story in a compelling way.
- Builds strong relationships with candidate prospects in assessing their qualifications, their ability to transition to a new opportunity, their cultural fit, and compatibility to our client-partner's hiring needs and organization.
- Offers counsel and guidance through the compensation negotiation process to assignment completion.
- Utilizes CRM systems to document and track all communications, candidate prospect profiles, and client-partner engagements.
- Establishes and maintains a sphere of influence with professional industry contacts.
- Assists client-partners in interviewing the process of prospective leaders, as well as offer and on-boarding, if applicable.
- Participates in special projects and performs other duties as assigned by firm leaders.
- Offers suggestions and new ideas to drive the continued growth and evolution of the firm's operational processes.
- Participates in business development processes and client meetings to assist in the growth of the firm's client-base.
- This role requires extensive phone work - if you are not comfortable engaging with people via telephone, this opportunity is not a fit for you.

Qualifications:

- Bachelor's degree minimum
- Minimum of 2 years of professional experience in the recruiting industry or related field, such as sales, commercial real estate, customer service, insurance, or other
- Extremely passionate about helping organizations thrive through hiring impactful leaders
- Interested in continued professional growth, development, and education - highly coachable
- Experience meeting deadlines in a project delivery capacity
- Exceptional verbal/written communication skills and ability to tell engaging stories
- Ability to work within a start-up environment with constantly shifting priorities

- Ability to influence people's decisions through engaging, honest, and transparent conversation
- Extremely detail oriented - never settles for mediocrity
- Ability to work very independently without losing focus or motivation
- Professional poise and polish with ability to partner with, counsel, and sometimes challenge senior executive staff
- Proven ability in establishing effective, transparent working relationships internally and externally
- Precise organization, time management, and prioritization skills
- Creative thinking and problem solving skills
- Strong business acumen, depth of market insight, and ideally knowledge of industry practices and/or principles
- CRM/ATS exposure ideal