



## Director of Executive Search

### Job Description

#### Our Firm →

Cultura is a Top 20 retained executive firm in Minneapolis, MN (MSP Business Journal "Book Of Lists"). We partner with corporations across Industrial & Advanced Manufacturing Markets, Consumer Markets, and AEC Markets to help them identify and hire impactful senior executives and their direct report "succession plan" leaders across several functions of their organizations.

Yielding impressive metrics of success since its inception in 2017, Cultura operates on a foundational philosophy of focusing less on "volume", and offering more dedication to service and depth of delivery execution which allows us to execute search projects at an uncommon level. We provide uniquely dedicated service to our clients, and the executive talent we represent, and we ensure a successful and impactful leadership hire for our clients. We believe in putting people before profits when making decisions, driving trust and transparency into our everyday operations.

Our mission is to maintain a reputation as the most trusted leadership search partner in the business. We believe that if we align to this mission, we will become a Top 50 Executive Search Firm in the US over time. *Cultura is an Equal Opportunity Employer.*

#### Position Summary →

Reporting to the firm's Managing Partner, the Director of Executive Search (*"Practice Leader" as known internally*) is responsible for building and developing our client portfolio ("practice") inside a broader industry segment, ultimately leading to established credibility as a retained Executive Search partner to organizations operating in the segment.

This includes engaging in business development and strategic marketing efforts to build relationships on behalf of Cultura with senior decision makers across the business and HR functions inside target client organizations, ultimately positioning the firm to be retained to lead cross-functional executive search engagements.

The Director of Executive Search will be looked at as a strategic leader, setting standards of excellence inside and outside the firm, while driving intentional and healthy growth of the practice area. The Director will also act as a decision-maker and top counsel around approaches and strategies for individual search assignments, likely partnering with and guiding internal Search Consultants on effective recruiting execution for won assignments.

This person will act as a thought leader and subject matter expert on market trends, general executive recruiting intelligence, diversity hiring, industry changes, and marketplace shifts. This individual will also be fully empowered to share creative ideas in operational areas of the firm, like content creation (insights, video, audio), internal process improvement (technology, system utilization and implementation), and marketing.

## Responsibilities →

- Leverages business development and strategic marketing efforts to build and develop the firm's client portfolio within the designated industry segment
- Networks on behalf of the designated practice area and Cultura as a firm to build awareness in the market of our firm's unique position in the search industry
- Engages directly and indirectly with senior executive leaders inside client prospect organizations to effectively share Cultura's value proposition
- Sets up and executes introductory meetings with target client prospects to evaluate potential partnership opportunities
- Positions the firm to be retained on critical cross-functional executive search assignments
- Partners with internal Search Consultant(s) to provide counsel around effective delivery and execution of won search assignments
- Leverages other internal team members for execution of search operations including data entry, research and sourcing support, digital tool development, etc.
- Provides indirect leadership to team members, acting as mentor and coach to up-and-coming internal talent
- Ensures exceptional quality of search execution and delivery from start of search assignments to close/placement
- Helps set firm goals (with Managing Partner), and makes best effort to achieve billed and collected fee goals for practice, focused on long-term growth and healthiness of client portfolio
- This role requires extensive phone work - if you are not comfortable extensively engaging with people via telephone, this opportunity is not a fit for you

## Qualifications →

- Bachelor's degree ideal
- Extremely passionate about helping organizations thrive through hiring impactful senior leaders
- Minimum of 10 years of experience either in a senior recruiting/search capacity, or in another client-facing leadership capacity inside the designated industry (ideal)
- Ability to, and interest in, performing sales and business development oriented tasks such as cold/warm calling, introductory meeting execution, sales pitches, networking, etc.
- Ability to leverage existing network inside the designated industry space, while driving net new relationships
- 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 respectfully challenge senior executive staff
- Ability to delegate important execution tasks to internal colleagues, while maintaining willingness for diving into the details when necessary
- Exceptional verbal/written communication skills and ability to tell engaging stories
- Proven ability in establishing effective, transparent working relationships internally and externally
- Experience setting and meeting deadlines in a project delivery capacity
- Ability to work within a start-up environment with constantly shifting priorities
- Precise organization, time management, and prioritization skills
- Interested in continued professional growth, development, and education - highly coachable
- Creative thinking and problem solving skills
- Strong business acumen, depth of market insight, and knowledge of industry practices and/or principles