

Executive Search Consultant

Job Description

Our Firm →

[Cultura](#) is a top 15 (MSPBJ Book of Lists) fully retained executive search firm in Minneapolis, MN, that executes search work across the United States and into Canada. We partner with organizations within several industry verticals including Industrials & Advanced Manufacturing, Consumer Markets, AEC, and Private Equity to help them identify and hire impactful executive leaders.

[Cultura](#) operates on a foundational philosophy of focusing less on client or search “volume”, and instead, focusing more attention, resources, time, and efforts to search execution and delivery capabilities which has allowed us to deliver work at an unparalleled level for our clients over the last 10 years.

Our mission is to maintain a reputation as the most trusted executive search firm in the industry. We believe this will guide us toward our aspirational growth goal of becoming one of the Top 50 Executive Search firms in the US. *Cultura Solutions is an Equal Opportunity Employer.*

Position Summary →

Reporting to Cultura’s Managing Partner, the Executive Search Consultant is an execution role responsible for leading full-cycle executive search assignments, executing our comprehensive proprietary search methodology - [PrecisionPath™](#) - to help identify impactful senior leaders and executives for our clients. Recruiting assignments are functionally general in nature and may include Marketing, Operations, Information Technology, Sales, Finance, Human Resources, and P&L Leadership (GM/President) at the Chief level, and the “successor” level including Sr. Director and Vice President. Cultura does not lead individual contributor staffing or any non-leadership level search assignments.

You will partner with the firm’s business development focused Practice Leaders, and their direct clients, to help define strategic hiring objectives and talent gaps. With direction from, and in collaboration with, clients and Cultura Practice Leadership, you will craft customized search strategies for search assignments, leveraging spheres of influence and technology platforms to build and maintain comprehensive candidate prospect lists of leaders who meet and/or exceed each individual clients’ 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.

Responsibilities →

- Consults with internal Practice Leaders and their external clients to drive an understanding of the client's executive 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 candidates
- Evaluates all critical skills and experiences of each prospective candidate via phone, virtual meetings, or in-person
- Remains knowledgeable and abreast of leading industry trends, recruiting best practices, human capital insights, market intel, etc.
- Creates documentation support excellent candidate experiences
- 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's hiring needs
- Offers counsel and guidance through the compensation negotiation process to assignment completion
- Utilizes CRM/ATS systems to document and track all communications, candidate prospect profiles, and client engagements
- Establishes and maintains a sphere of influence with professional industry contacts
- 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
- 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
- Extremely passionate about helping organizations thrive through hiring impactful executives
- 5+ years of experience in a professional recruiting capacity is ideal - some experience recruiting at the leadership level is preferred but may not be required
- Ability to influence people's decisions through engaging, honest, and transparent conversation
- Extremely detail oriented - never settles for mediocrity
- Ability to work independently without losing focus or motivation
- Professional poise and polish with ability to partner with, counsel, and sometimes challenge senior executive staff
- Exceptional verbal/written communication skills and ability to tell engaging stories
- Proven ability in establishing effective, transparent working relationships internally and externally
- Experience 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
- CRM/ATS exposure ideal