

---

## Executive Search Consultant – Nonprofit and Social Sectors

---

Cooper Coleman LLC is a national boutique retained executive search and consulting firm that works exclusively in the social impact sector. Our purpose is to help mission-driven organizations, arts, cultural, educational, and research institutions—primarily nonprofit—source and secure the talent required for their success. We provide strategic counsel to our clients where appropriate and endeavor to generate as much value for our partners as possible on a given project.

### Our Approach

We are a collaborative team of nonprofit and executive search practitioners who leverage our deep bench of experience in and knowledge of the nonprofit sector to extend the capacity and competitiveness of our client organizations. We provide hands-on, comprehensive talent acquisition support that goes beyond their expectations of a search partner in every way. Put simply, we are willing to do the work that doesn't scale, because social sector organizations are no less deserving of the highest-quality executive search services than any corporation or organization with exceedingly large budgets and capacities to spend.

We prioritize two critical aspects often foregone in the interest of efficiency and profitability:

1. Representing our clients authentically and as if we are members of *their* team; and,
2. Preserving the respect and dignity of every candidate we engage, chosen or not.

Based in Chicago, with offices and team members in Cincinnati, Columbus, Washington, DC, New York, and California, we invest considerable resources and effort to support and develop our team. All our clients are committed to social justice and equality, and our work environment embraces these values.

### Position Overview:

---

As an Executive Search Consultant at Cooper Coleman, you will play a pivotal role in sourcing and securing exceptional executive talent for our clients in the nonprofit and social impact sectors. Your primary responsibilities will include cultivating client relationships, leveraging your network to develop your own business, and providing comprehensive executive search services that align with our firm's values and client expectations.

### Appropriate New Additions to Our Team of Consultants are Executive Search Professionals who:

---

- » Are genuinely motivated by the impact they can achieve by supporting our client organizations;
- » Have a combination of experience (a) leading aspects of nonprofit organizations and (b) in executive search and recruiting; significant experience in either is also valuable and will be considered;
- » Bring an engaged network of nonprofit organizations and leaders on whom they can call to build and develop business;
- » Are motivated by their ability to build a business and generate significant earnings;
- » Are independent producers who also value and appreciate a collaborative, team-oriented environment;
- » Willingly support colleagues and welcome the insights and contributions of others in the firm;
- » Have an exceptional customer service orientation and place quality-of-service above all else;
- » Will proudly and competently represent the Cooper Coleman firm, team, and brand in everything they do.

### Key Responsibilities

---

#### Client Acquisition and Business Development:

Utilize your existing network and experience to acquire new clients and develop your own book of business within the social impact sector. Leverage your expertise in executive search, recruiting, and the unique nuances of the nonprofit and social impact sectors to position yourself as a trusted advisor and partner.

### **Executive Search Consulting:**

Work closely with clients to understand their organizational needs, culture, and strategic goals. Develop tailored search strategies, source qualified candidates, conduct thorough rigorous assessments and in-depth interviews, and present top-tier candidates who align with our clients' values and requirements.

### **Relationship Building:**

Foster strong relationships with clients, candidates, and industry professionals. Demonstrate an authentic understanding of the social impact sector and its history, future direction, and unique challenges. Provide exceptional customer service, acting as an extension of our clients' executive teams throughout the search process.

### **Project Management:**

Effectively manage multiple executive search assignments simultaneously, ensuring adherence to project timelines, deliverables, and client expectations. Collaborate with internal team members and leverage the firm's comprehensive business infrastructure to support your search projects.

### **Thought Leadership and Branding:**

Actively contribute to the development of Cooper Coleman's brand and reputation as a leading executive search firm in the social impact sector. Share insights, best practices, and industry knowledge through thought leadership initiatives, networking events, and speaking engagements.

### **Critical experience and characteristics we are looking for:**

---

- » Intimately understands the nonprofit sector's many nuances and uniqueness from the corporate sector
- » Cultivates knowledge of the sector's history and future direction
- » Demonstrates expertise by applying knowledge to work product and client relationships
- » Possesses meaningful experience working as an Executive Search Consultant in any of the below areas, among others:
  - Arts + Sciences
  - Higher Education
  - Private Schools
  - Healthcare
  - Social Services
  - Human + civil rights
  - Associations
  - Bilaterals
- » Executive-level candidate sourcing, recruiting, development, support, and placement experience
- » Strong executive presence and healthy sense of urgency
- » Rigorous attention to detail
- » A hands-on search partner
- » An ace at developing business, selling, and closing
- » A well-developed balance of strategic and tactical
- » Expert at building lasting relationships with clients
- » Ambitious, thoughtful, humble, self-aware
- » Highly emotionally intelligent
- » Intellectually curious with a particular interest in people, their stories, motivations, and ambitions
- » A quick study—able to learn new disciplines, fields, and competencies to best identify candidates in a given search
- » Exceptional writer and communicator; a motivator of people
- » Adept project and time manager
- » Intuitive and confident; navigates challenging conversations and unexpected environments with ease
- » High standard of personal integrity
- » Takes preventative measures to avoid crisis management
- » Confront challenges and tackles problems head on and without delay
- » Comfortable with ambiguity and the unfamiliar; willingness to learn and to be taught
- » Desire to develop one's career in executive search and social impact
- » Commitment to social good, human rights, diversity, equity, inclusion, justice, access, and accessibility

### **Why join Cooper Coleman?**

---

- » Make a meaningful impact by supporting mission-driven organizations in the social impact sector

- » Shape and contribute to the development of a growing firm and brand in the executive search industry
- » Significant earnings potential
- » Enjoy the flexibility of an independent consulting role
- » Access comprehensive business infrastructure and support while maintaining autonomy to develop your own business
- » Join a collaborative and inclusive team that values personal growth, support, and mutual success
- » Embrace a work environment that prioritizes diversity, equity, inclusion, and social justice
- » Build and shape a brand and firm delivering a considerable, more valuable alternative to other solutions in the market
- » Have more fun working than you ever have

## More About the Firm

When you join our firm, you become a member of our team. We work hard with and for one another predicated on the shared purposes of improving the social impact sector's effectiveness and impact and building a strong sustainable business. If you respond positively to our values and principles below, there might be a great place for you here, and we would love to talk!

### Our Vision

Each day, we choose to make an uncompromising commitment to:

- » Redefine the social sector's expectations of search and consulting partners;
- » Add value that few others can match, but every organization deserves;
- » Embrace inclusion, diversity, equity, and access; and
- » Prioritize mission, impact, and dignity over profit.

### Our Statement of Strategic Intent

We aim to be the partner to which other firms aspire.

### Our Mission

We represent our social sector clients with integrity and authenticity, systemically building their capacity through humble inquiry, strategic guidance, and by placing the right people in the right roles at the right time. Through all our work, we strive to lift up the entire sector while preserving its professionals' dignity as they navigate their careers.

### Who We Are and How We Work

Cooper Coleman is an LGBTQ+ owned business that embraces demographic, experiential, sexual, ability, and cultural inclusion. We believe everyone is better when leadership reflects the diversity of its people and when an organization reflects the diversity of those it serves.

Inclusion, Diversity, Equity, and Access are imperatives that drive our every move. We recognize that diverse voices, perspectives, and experiences are required to make the most significant impact, and through our work as consultants and partners to nonprofit and social impact organizations, we are committed to strengthening DEI throughout our industry and the sector.

Our partnerships with every client embrace and prioritize the value of achieving a diverse candidate pool inclusive of all identities. We believe the most qualified candidates are selected from the most diverse representation of talent. Qualified candidates from all backgrounds and identities are included in our candidate sourcing practices, among which are process and compensation transparency. We are resourceful in our deployment and advertisement of job opportunities across diverse professional and social networks—online and offline—to reach every possible qualified and interested candidate.

Our team is individually and collectively committed to inclusion, anti-racism, and equality. Each of us is working to improve our understanding of others' lived experiences, expand our networks' diversity, and contribute to an equitable society.

As a reflection of our firm's commitment to equity and equal pay for all, it is Cooper Coleman's requirement that salary ranges or salary starting points be published for every search we conduct. The practice of not posting salaries perpetuates the gender and racial wage gap and discriminates against people of color and other historically excluded populations by causing individuals to negotiate from a disadvantaged starting point.

### **Compensation Model**

Executive Search Consultants engage with Cooper Coleman on a contracted 1099 basis and are compensated under an exceedingly generous commission model. The firm provides all the technology and operational infrastructure required to allow for its Search Consultants' focus to be primarily on business development, client relations, candidate engagement. Search Consultants earn approximately 70% of their generated revenue; research services are provided to search consultants at cost. Commission payments are initiated immediately upon bank clearance of client remittance.

### **Time Commitments**

Cooper Coleman meets weekly as a team, virtually, with Firm Update/Team Meetings and Search Strategy Sessions on alternating weeks. We convene all members of the firm a minimum of twice per year—once in the Spring (firm-sponsored; required) and once in the Fall (self-funded; optional)—for collaborative work sessions and team building.