

Search & Leadership Development Associate

TDG is a boutique consulting firm dedicated to the social profit sector. We believe that social profit organizations can change the world. Our mission is to help our clients envision change, determine how to make it happen, and put the necessary tools and skills into place for success. We work with leaders who understand that enhancing the alignment between their mission, their board of directors, and their stakeholders will increase their organization's ability to succeed.

TDG provides services to support our clients in four interrelated areas of the social profit sector:

- Board and Governance Engagement
- Organizational Priority Setting and Planning
- Operational Fundraising Performance
- Search and Leadership Development

Our purpose is to amplify positive change in the world by:

- Being compassionate
- Making it great
- Always learning

You can find more about the firm at <https://thediscoverygroup.ca>

Overview of the Associate Position

The Associate will have a crucial role in the management of client projects and relationships, working closely with the VP in delivering successful results in both our search and leadership development areas.

This is an ideal role for someone interested in a career path in search or HR related to the social profit sector, ideally in the ascent of their career. While helpful, experience in search or HR isn't crucial, but an enthusiasm to learn is a must. In time, the associate will be empowered to manage their own searches and clients.

In addition to being organized and energetic, the successful candidate will be client- and customer service-focused, solution-oriented, and highly detailed. They will be proactive, curious, and thoughtful. This is a highly collaborative role in a small and close team.

Specific tasks will include:

Executive search:

- Managing logistics of consultations with client staff & Board members; executing follow up as needed.
- Drafting position profiles and advertising documents for VP and client review
- Finalizing position profiles and advertising documents based on input
- Posting career ads on various sites (ie: AFP, CV, etc.)
- Undertaking initial prospective candidate research
- Entering candidates' details into database
- Preparing meeting documents, including but not limited to meeting agendas, candidate summaries, critical paths
- Managing candidate lists and materials; receiving and saving application documents
- Planning for candidate evaluations and interviews, including logistics and first drafts of questions
- Managing interview panel logistics
- Drafting reference reports

Marketing & public presence:

- Maintaining Search's LinkedIn presence.
- Monitoring AFP, CV, etc for proactive business leads
- 1st draft of proposals; editing based on input
- Ensuring the TDG "opportunities" pages are up-to-date

Leadership development

- Together with the VP and other TDG staff, supporting projects as varied as: Board reviews and planning; job description reviews; succession planning projects; conference presentations.

Ideal experience & competencies

- Commitment to TDG's values.
- A passion for the social profit sector.
- A generalist background in fundraising or a related area, ideally with some combination of major, annual, and planned giving experience.
- Previous experience managing staff and/or volunteers is quite helpful.
- First-hand experience as Board member is a big plus.
- Outstanding organizational skills and high attention to detail.
- An exceptional work ethic; consistency, dependability, honesty.
- Confidentiality, discretion and integrity.
- Strong written communication, listening, and verbal communication skills.
- Curiosity about people and organizations, and what makes them successful.

- Solid investigation and research skills.
- Client-focused, and a desire to provide high-quality service and exceed expectations.
- Maturity, confidence, and a high degree of emotional and social intelligence
- A collaborative mindset and approach, and the ability to work well both independently and as a team player
- Openness and flexibility in thinking, attitude, and style
- Enthusiasm, lots of positive energy, and a can-do attitude

Additional background and context

We work with the Mac OS; Microsoft Word, Excel, and Power Point; and social media platforms including LinkedIn and Twitter. We also use document sharing, website, or workflow apps (e.g.; Sharepoint, Asana, Dropbox, OneDrive, WordPress, Acrobat, etc...) on occasion.

Our offices are in lower Lonsdale in North Vancouver, easily accessed by transit. Occasional yet predictable flexibility in schedule is a necessity for this position, including meetings and calls, outside of conventional business hours. In time there may be travel involved. In turn we are happy to be flexible with our employees. Occasional work from home flexibility is an option. Staff are expected to manage their own time and work schedules.

While we envision a full-time position, we would also be willing to consider candidates who prefer to work the equivalent of 3 to 4 days per week.

TDG are public health champions and we have a covid vaccine mandate policy.

We work in a trusting and collegial manner, and it's crucial that all staff are kind and have a sense of humour.

Application Process & Contact Info

We have a compensation budget in the \$65,000 – 80,000 range, plus benefits (that include extended medical & dental coverage, a healthcare spending account, and holidays). We are open to someone compelling to join us at a higher salary.

TDG champions a diverse and inclusive sector, so we encourage applicants from diverse backgrounds, underrepresented groups, and different learning styles and abilities.

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