

Position Announcement

**Associate**  
**The Himmelfarb Group**

The Himmelfarb Group, a boutique executive search firm in Oak Park, seeks a part-time associate to work with the firm's principal on executive search assignments.

The Himmelfarb Group's clients are public interest organizations; this position offers an opportunity to recruit senior staff for not-for-profits, foundations, and other organizations that are working on many of the critical public policy and social justice issues of our time.

Responsibilities of the position include managing and carrying out specific search assignments and sharing in office management and operations. While the work is challenging and performance standards are rigorous, the setting is informal and offers some scheduling flexibility. The position reports to the firm's principal.

**Responsibilities:**

- identify and recruit potential candidates through extensive telephone outreach;
- screen candidate resumes, interview promising candidates, and check candidate references;
- draft progress reports for clients; write reports of candidate interviews and reference calls as well as candidate profiles;
- develop strategy and plans for specific searches, including developing timelines and researching and creating data bases for these assignments;
- draft and produce correspondence, including large mailings, associated with specific searches;
- share in maintaining computer and office files and work-flow systems and other office management tasks as needed.

**Qualifications**

- B.A. degree and a minimum of 5 years of relevant professional experience; familiarity with not-for-profit organizations and with public policy and public interest issues and work is essential;
- excellent writing, telephone, and research skills and computer literacy;
- demonstrated project management skills and experience; previous experience working in an environment where service to clients and the dictates of a project's timeline are paramount;
- demonstrated investigative and problem-solving abilities; enthusiasm for "the hunt" for just the right answer to a client's staffing needs.

**Personal Qualities**

Resourcefulness, flexibility, patience with detail, and a sense of humor are important, as is the ability to keep an organic process well-organized and on track. Good judgment and a healthy dose of common sense are also critical. The successful candidate will have a deep commitment to the work of the firm's clients, and will share the firm's belief that the right fit of person to position is critical to our client organizations' ability to do that work effectively.

*This position is available in February, 2010.*

To apply, please e-mail a cover letter, résumé, and short writing sample to:

**[thg@himmelfarbgroup.com](mailto:thg@himmelfarbgroup.com)**, to the attention of Susan Himmelfarb.

**The Himmelfarb Group 708-848-0086 [www.himmelfarbgroup.com](http://www.himmelfarbgroup.com)**