

Associate

Storbeck/Pimentel & Associates

Storbeck/Pimentel & Associates (SPA) helps colleges, universities, independent schools, and non-profit organizations identify their next great leaders. As a retained executive search firm, S/PA's mission is to identify talented individuals who are uniquely suited to help advance the goals of educational and philanthropic organizations we serve. [SPA clients](#) are a diverse mix of colleges, universities, independent schools, and nonprofit organizations across the country and around the world.

More than one third of all searches conducted by SPA are for the chief executive officer role: president, chancellor, head of school, or executive director. The balance of searches are for a wide array of senior officers, including provosts, vice presidents, and deans. [SPA placements](#) are accomplished, diverse, and visionary leaders who strengthen the organizations they lead.

As the only minority- and female-owned firm working in this space, SPA shares our clients' belief that finding new leaders who have traditionally been underrepresented is crucial to advancing our nation's educational needs. Our ability to identify and recruit exceptional candidates with distinctive backgrounds helps infuse new methods and thinking into organizations seeking change.

ASSOCIATE

The Associate role requires a commitment to education and related mission-driven organizations and an appreciation of the value of strong leadership therein. Ideal candidates will demonstrate an understanding of and curiosity about education and the nonprofit sector, particularly with regard to organizational development and strategy issues. Reporting to the Director of Research and operating within a collaborative team environment, the Associate is the project manager for the entire search process and will lead in identifying, qualifying, and recruiting candidates. The Associate is one of three key team members on a given search, along with a Partner and Search Coordinator.

Primary responsibilities of the Associate include:

- Researching, drafting, and finalizing written documents for a sophisticated and highly educated audience;
-

- Coordinating workflow and logistics in partnership with multiple contacts both inside and outside the firm;
- Developing and executing research strategies --with guidance from the Partner and Director of Research, and support from the Analyst-- for identifying strong potential candidates;
- Proactively recruiting candidates and maintaining relationships with them throughout the duration of the search; and,
- Critically assessing and overseeing due diligence related to candidates to ensure the best possible outcome for our clients.

Travel requirements vary widely by season. On average, an associate might expect to make three short trips per month during the busiest months and none at all during a slow month.

Associates are guided by the following priorities:

- Serve as Project Manager for the entire search process, enabling the Partner to focus on client relationships and business development;
- Manage effectively and diplomatically in a complex, matrixed environment, serving as the critical connection between the partner, the client, the search coordinator and other colleagues within the firm;
- Think strategically, work independently, and use good judgment;
- Add value by analyzing and distilling information for the Partner, exceeding client expectations, and anticipating next steps for both the client and the Partner; and,
- Enhance the firm's reputation by providing smooth, responsive communication regarding sensitive and highly confidential information in all interactions, both inside and outside the firm and with all candidates, clients, and external partners.

Qualifications

Candidates for Associate must hold a bachelor's degree; an advanced degree is highly desirable. Previous experience in a client-driven organization is also highly valued. Additionally, successful candidates will demonstrate the following:

- Initiative and the ability to work independently and exercise sound judgment;
- Strong analytical and assessment skills;
- The ability to multi-task and adjust priorities as needed in a fast-moving environment;
- Ability to meet regular deadlines as well as meet or exceed client deliverables;
- A sincere interest in and curiosity about education and its leadership;
- Experience in a client-driven environment, including the production of high-quality work and strong attention to detail;
- Project management skills and the ability to manage multiple projects at once;
- Experience as a key member of a high performing team;

- Exceptional listening and interpersonal skills;
- High level of comfort with technology, most specifically the use of a database
- Written and oral communication skills of the highest caliber; and
- Commitment to and identification with the core values of Storbeck/Pimentel and our client organizations.

Prospective candidates should submit a resume and writing sample to:

associate@storbecksearch.com