

Managing Director – Search Position Description

Company Description:

The Novo Group knows that the best organizations are powered by talent. We bring our top talent to help our clients find theirs. We start with clients who understand the power that great employees have to grow their businesses and we connect them to the best candidates. Because every client is unique, our solutions vary but the results never do. Regardless of whether we are providing individual recruiting support, fully outsourced recruiting or outplacement, we deliver expertise, flexibility and the best value for our client's dollar. To do this, we match accomplished candidates with employers who appreciate their talent and experience. We treat every candidate with respect, communicating every step of the way to make the experience as rewarding as possible. We make this happen because we come together as a team, emphasizing hard work, integrity and communication with each other and our clients. In turn, we grow while energized by a workplace that celebrates our contributions and the success of our clients and candidates.

Position Summary:

Managing Director – Search (MD-S) is responsible for building his or her own practice specific to industries focused in Manufacturing or Information Technology. The (MD-S) will spend most of their time (60-70%) in business development and bringing in new business to the overarching Executive & Professional Search (EPS) Practice within Novo Group. This includes partnering with the EPS Client Service Director on business development opportunities and collaborating with other Managing Directors on sales initiatives to support the business. The remaining time will be spent managing and recruiting on full-cycle recruiting efforts on business he/she brings to the table. The MD-S is responsible for executing recruitment strategy for EPS clients, including but not limited to, search kickoff, candidate management and placement.

What Makes this a Great Opportunity:

- Novo fosters an environment of success based on contribution – people are recognized and rewarded for the work they accomplish
- Everyone is encouraged to effect change – and new ideas can be implemented quickly without red tape
- Novo is in growth mode – with a unique, stable and proven model
- Nurture a reputation as an industry leader and thought leader through visible engagements, blogging, and other marketing tools to support sales
- Unlimited growth and uncapped commission with the ability to create, propose and close true solutions for your clients
- Work for a firm that believes in treating its clients and candidates with honesty and integrity

Essential Responsibilities:

Responsibilities will include, but not limited to:

- Business Development within Manufacturing or IT spaces; create and execute strategies to identify potential new clients using aggressive marketing and lead generation techniques
- Prospecting / cold calling in an assigned territory – focused industries of Manufacturing and IT
- Complete administrative tasks on a timely basis; forecasting and other data is key to our internal communication flow
- Build and maintain relationships with potential and active clients to effectively grow your business

For further information, contact:
Abbie Timmerman, Client Services Director, Senior
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- Develop territory and account specific revenue plans – “Road to Quota” concepts
- Work effectively alongside other Managing Directors to bring new business to Novo Group, Inc.; collaborate with sales to create proposals around recruitment strategies and solutions
- Partner with the Marketing team on strategic campaigns and engagements

Recruiting Skills

- Setting Recruitment Strategy / Planning
 - Manage client expectations for recruitment outcomes
 - Explain tools and techniques used across all recruitment operations for successful search outcomes
 - Lead scoping sessions and identify sourcing/recruiting strategies
 - Set and drive recruitment strategies across the full recruiting lifecycle as a sole contributor or as part of a team
 - Define and set weekly targets needed to achieve project success and manage self to meet those targets
- Screening Candidates
 - Advise clients on use of job criteria for hiring success, based on experience
 - Gain insight into labor trends and conditions that may impact the success of the project
 - Develop and execute behavioral based interview questions to be used during a search
 - Gather all necessary data and pertinent background information in order to do a thorough presentation of candidate(s) to client
- Candidate Management and Coaching
 - Work directly with hiring managers to manage candidates through the hiring process
 - Recruit mid through executive level positions (based on consultant experience)
- Candidate Closing
 - Understand candidate motivations throughout the recruiting lifecycle to begin the “closing” process from first contact
 - Coach candidates through managing counter-offers
 - Drive negotiations between candidate and client
 - Confidently deliver compensation information and be able to secure agreement from both client and candidate
- Results Orientation
 - Work assignments are typically completed ahead of schedule and go beyond basic requirements
 - Identify and correct problems that could lead to missed deadlines or insufficient results for client
 - Candidate/client relationships are always approached in a consultative manner
 - Partners with other members of Novo team/locations for the “big picture” of Novo success

Travel Responsibilities:

- Local and regional market prospecting and client meetings on a weekly basis; overnight travel expected

Success Criteria:

Your success will be measured based on:

- Goal achievement; productivity and direct contributions to quota and revenue within EPS
- Positive feedback and strengthened relationships with clients (based on client feedback and growth in managed accounts)
- Success both individually and with teams in recruiting projects (number of placements/placement success/time to fill, etc...)
- Meeting or exceeding revenue targets
- Working well in a team selling environment – excellent communication
- Work ethic and dedication to role
- Leadership skills

Basic Qualifications:

- Experience selling services or in an environment with a complex sales process with recurring revenue; experience in a recruiting/talent solutions company or HR services target industry
- Track record of consistently meeting and exceeding sales quotas
- Demonstrated selling success to Director level (or higher) decision makers
- Combined 7+ years of recruiting related experience at all levels (Search, Corporate, etc.) and/or consultative sales experience
- 3+ years' experience presenting recruitment solutions to clients and growing and developing client relationships
- 2+ years' experience coaching and managing teams

Experience Requirements / Desired Traits:

- Passion for recruiting business; ability to embrace the client relationship-based marketing concept to guide decisions and actions
- Entrepreneurial spirit: willingness to do “whatever it takes” to achieve desired results
- Commitment to professionalism and ethics; respect for every client and candidate and the confidentiality imbedded in the business
- Motivated by providing unique recruiting services to clients and candidates
- Interpersonal skills - ability to interface easily with a diverse group of people
- Intuitive and creative problem solver with the ability to assess individual skills and background
- Resourceful and flexible thinker
- Strong communication skills: interviewing, listening and persuasion skills – credible persona
- Ability to take initiative and meet or exceed tight timelines, attention to detail important
- Decisive personality - Ability to set priorities and take action

Educational Requirements:

- Bachelor's degree required
- Master's degree desired

Compensation:

- Base, bonus and uncapped commission based on performance and goal attainment

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Benefits:

- Medical, Dental and Vision Discount company sponsored
- Life/AD&D, Short-Term Disability and Long-Term Disability available
- Flexible Spending Accounts and 401(k) available
- Paid Time Off (Holiday, Vacation, Sick Time), etc. according to Novo's PTO plan

Relocation:

- Relocation package IS NOT available
- Preference given to candidate residing commutable distance of 30 miles of zip code 53202 or 60654

Novo Group, Inc. is an equal opportunity employer and recruitment services provider and does not unlawfully discriminate against any applicant or candidate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, or any other class protected by federal or state law.

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