



Position Description – 01.03.19

Position:	Director, Executive Search Services
Department:	Business Development, Partnerships
Division:	Stratum Med, Inc.

POSITION SUMMARY: Manages all aspects of Stratum’s Executive Recruitment Services related to all professional and clinical leadership searches including; C-Suite, Vice President, physician Administrative roles, Directors, Managers as well as niche skill set positions. Provides administrative oversight to entire process and develops and implements Stratum’s business development/marketing activities as well as growth strategy.

QUALIFICATIONS:

Education: Bachelor’s Degree required.

Experience: Minimum five years of executive/leadership recruitment and minimum three years of management experience preferably in the healthcare environment. Direct experience with the supervision of search consultants, researchers, sourcing specialists, etc. as well as development and implementation of a sales/marketing or business development strategy. Strong experience interfacing with hospital and medical group administration, clinical leadership or corporate executives is a huge plus.

Necessary Knowledge/Skills:

The ideal candidate for this role should possess the following key attributes or skills:

- *Insightfulness* – Ability to visualize opportunities or anticipate challenges before others
- *Ambitious* – Sufficiently motivated to appropriately stretch Stratum’s executive search services strategy and develop a growth plan to seek out new business opportunities through personal market research and assessment as well as leveraging internal team resources
- *Creativity*– Ability to think outside of the box, assess complex matters and synthesize multiple perspectives leading to creative, collaborative solutions
- *Interpersonal Skills:* Works effectively with clients, physicians, administrative staff, and employees at all organizational levels. Demonstrates effective, positive relational skills, excellent verbal and written communicative skills. Able to project a positive image and reflect a high degree of professionalism.
- *Ability to Deliver a Message* – Ability to successfully articulate a vision and communicate strategy turning thought into action
- *Decision-Making/Problem-Solving:* Organizes and analyzes information and directs the problem-solving processes. Proven ability to make decisions and lead others. Ability to think conceptually and strategically.
- *Organization/Planning:* Ability to coordinate multiple projects concurrently and assess priorities. Able to create, organize, and implement new initiatives.

Necessary Knowledge/Skills: (continued)

- *Leadership/Commitment:* Functions in the leadership role and demonstrates initiative as appropriate. Models teamwork with clients, stratum leadership, colleagues and any/all team members
- *Flexibility:* Willing to work occasional evening and weekend hours as needed to successfully complete tasks

Mental Demands: Performs highly complex and varied tasks requiring independent knowledge, its application to a variety of situations, as well as exercise independent judgment.

Travel Demands: Ability to travel when needed to execute client intake meetings/site visits, conduct off-site candidate interviews, attend selective conferences, etc.

RELATIONSHIPS:

Reports to: Executive Director, Partnerships – Stratum Med, Inc.

Areas of Responsibility: Stratum’s Executive Search division operations and administrative functions

Relationships: **Stratum** – Executive Director, Partnerships, Business Relations Associate, Office Manager, All Stratum leadership as well as Shareholder and Client Executives, Human Resources and Physician leadership related to Executive Recruiting

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

1. Collaborates with the Executive Director, Partnerships in determining overall direction, goals, and objectives of the Executive Search Division. Directs the strategic and business planning process for all aspects of recruitment engagements, establishes and achieves short- and long-range goals, and ensures the implementation of strategic plans for the Division in collaboration with Executive Director, Partnerships, with the overall objective of growing Stratum’s recruiting business.
2. Plans strategy, organizes, directs, and facilitates full life-cycle recruiting/operational processes of all ongoing recruitment initiatives related to both shareholder and non-shareholder engagements
3. Supervises the identification of appropriate and effective sourcing for candidates and provides vision and execution regarding creative and innovative recruitment methods to attract qualified candidates with cost effectiveness and successful recruitment foremost in mind.
4. Creates/reviews out-going marketing pieces and promotional material for all searches, i.e., sourcing plans, position advertisements, opportunity profiles, candidate profiles, interview schedules, etc.
5. Promotes positive relationships with all Clients.
6. Assists Executive Director, Partnerships during budget planning process, performs ongoing budgetary monitoring to ensure operational expenditures are within guidelines and helps with forecasting
7. Assists in developing key reports for Stratum leadership as well as shareholders and clients; e.g.; Weekly search progress updates | Monthly Stratum reports | Overall annual report outlining overall services, goals, outcome results, search completions, search completion time frames, etc. | Client engagement review
8. Develops, reviews, and monitors policies/procedures relating to recruitment.
9. Keeps abreast of national healthcare industry trends and issues and how they impact leadership/talent acquisition, position and compensation trends, etc.
10. Demonstrates a strong working knowledge of national executive recruitment trends, best practices, compensation arrangements, competitor strategy/services, etc.
11. Problem-solves with various Stratum staff and leadership as well as shareholder and client contacts regarding issues relating to, search-related challenges, sourcing, recruiting flow processes, outcome concerns, compensation, etc.
12. As requested, works on assigned selective projects as directed by Stratum Leadership.
13. Exemplifies high professional standards and participates in appropriate continuing education activities.
14. Adheres to and enforces Stratum Administrative and Departmental policies and procedures.
15. If applicable, prepared to develop and deliver training to hopeful team expansion e.g.; search consultants, sourcing specialists, researchers, etc.), with the ability to provide direction in the performance of their duties, establishment of work priorities and expectations, evaluating job results, disciplining employees, and determining corrective measures, with the objective of achieving division and corporate goals.