



SEARCH ASSISTANT

Location – Remote

As [Aspen Leadership Group](#) (ALG) continues to grow, we are pleased to announce an opening for a Search Assistant.

Working closely with and reporting to the Vice President for Search Management, the Search Assistant will provide assistance with a variety of administrative functions associated with search management, allowing search consultants and senior consultants to focus on their primary roles of building inclusive candidate pools and managing productive client relationships. This is an opportunity to embark upon or advance a career in philanthropy, the non-profit sector, and search.

ABOUT ASPEN LEADERSHIP GROUP

ALG is a national network of fundraising leaders. Through executive search and talent management consulting services, and with a focus on careers rather than on isolated job openings, ALG builds enduring and productive relationships with individuals pursuing careers in philanthropy and with leaders of organizations engaged in philanthropy.

The landscape for philanthropy is changing, even as demands for fundraising revenue increase. Aspen Leadership Group supports exceptional careers in philanthropy, helping fundraising leaders see the horizon and recruit, train, retain, and inspire diverse, inclusive, and high-performing teams.

ALG's search services and leader-to-leader consulting focus on building a team and a culture that enable an organization to engage all of its potential donors and volunteers and to raise the largest possible gifts. We empower advancement teams to change approaches and behaviors and drive unprecedented fundraising results.

In partnership with our clients, we find extraordinary talent and build healthy cultures of philanthropy, in which board members, executive teams, advancement staff, and constituents understand their individual roles and collective responsibilities related to fundraising and engagement; share values and demonstrate high levels of belief and confidence in each other's vision, strategy, and capacity; present and welcome diverse backgrounds and perspectives, fostering a culture of inclusion and meaningfully connecting with the largest possible number of constituents; and embrace donors and volunteers as essential partners in creating the organization's future and in achieving shared objectives for impact on society.

FROM THE VICE PRESIDENT

The Search Assistant will join a growing team of highly experienced and respected non-profit leaders committed to supporting the careers and strengthening the contributions of colleagues across the country. The Search Assistant will work with professionals dedicated to philanthropy, some of whom have more than 30 years of experience in the field.

As a member of ALG's Search Management team, the Search Assistant will engage in one of the most rewarding professional experiences available – helping talented individuals navigate their careers and achieve their professional goals. The Search Assistant will be part of an idea-driven team – agile, innovative, engaged, and dedicated to a collaborative problem-solving approach.

–Michael Vann, Vice President for Search Management

ASPEN LEADERSHIP GROUP'S COMMITMENT TO DIVERSITY, EQUITY, AND INCLUSION

An organization's capacity to reflect and respond to the rich diversity of our society profoundly impacts its ability to fulfill its mission. Accordingly, ALG is committed to fostering, cultivating, and preserving a culture of diversity and inclusion, both in our own company and in partnership with our clients and the individuals we serve. Since our establishment, we have built lasting, deep partnerships with numerous organizations as advisory board members, volunteer chairs, presenting and attending conferences, and meeting with leaders as they build their capacity. Founding Partner Ron Schiller and ALG Associate Angelique Grant are the co-authors of *Diversity, Equity, and Inclusion in Advancement: A Guide to Strengthening Engagement and Fundraising Through Inclusion*, which includes contributions from numerous ALG team members, clients, and colleagues.

PRIMARY RESPONSIBILITIES

The Search Assistant will

- assist in the preparation of prospectuses, executive summaries, and presentation materials, proofreading, and newsletter production;
- perform administrative duties associated with search management from launch through placement;
- support search consultants in their use of social media and CRM software;
- compile data on cost of living, regional demographics, regional education and career opportunities, etc. that allow for the building of more robust, diverse pools;
- assist candidates throughout the application process;
- conduct adverse media screenings;
- oversee advertisement placement; and
- other duties as requested.

KEY COLLEAGUES

ALG's nationwide team represents all sectors, from higher education to the arts, from large and complex institutions to small community-based non-profits. All of our consultants, associates, and advisors are highly experienced fundraising leaders. They have served as board chairs, philanthropists, presidents, deans, and senior development and advancement officers. Each of our senior consultants has more than 20 years of experience in non-profit leadership. They have led campaigns ranging from \$30 million to \$2.3 billion. We apply the same principles to search and other consulting that we have applied to our work with donors: *we create long-term relationships with clients and candidates*, building partnerships intended to last throughout a career, not just for the duration of one search or one consulting assignment. We share a belief in the power of the non-profit sector to transform society and a dedication to those individuals who have chosen to use their talents for the betterment of the world. Learn more about the [ALG Team](#).

PREFERRED COMPETENCIES AND QUALIFICATIONS

Aspen Leadership Group seeks a Search Assistant with

- an interest in the non-profit sector, fundraising, and building inclusive, productive teams;
- strong writing, editing, and proofreading skills;
- strong online research and analytical skills including an ability to retrieve, translate, and share data;
- an ability to communicate clearly across platforms (Zoom, phone, in-person, email, Slack, etc.);

- an ability to take direction from multiple staff and translate requests into action consistent with expectations;
- an ability to work on multiple projects simultaneously and independently;
- technological acumen and the ability to adapt to new and emerging technologies;
- fluency in Google and Microsoft Suite functions including Google Docs and Excel and an ability to design and develop presentation-ready materials;
- cultural competency, sensitivity, and respect for others; and
- a high level of responsiveness to requests for support, with a genuine customer service mindset.

A bachelor's degree is preferred for this position. ALG welcomes candidates who bring a wide variety of backgrounds and experiences to the team.

SALARY & BENEFITS

This is a full-time position. Compensation is \$40,000-45,000 annually. Aspen Leadership Group offers competitive benefits including health insurance and a 401(K) retirement savings plan.

LOCATION

The Search Assistant may work from any location (East Coast preferred) with excellent and reliable internet service. Some travel is possible but infrequent, and may include corporate gatherings.

APPLICATION INSTRUCTIONS

All applications must be accompanied by a cover letter and résumé. ***Cover letters should be responsive to the responsibilities and preferred qualifications of the position.*** Review of applications will begin immediately and continue until the successful candidate has been selected.

To apply for this position, visit:

[Search Assistant, Aspen Leadership Group.](#)

To nominate a candidate, please contact Michael Vann:

[michaelvann@aspenleadershipgroup.com.](mailto:michaelvann@aspenleadershipgroup.com)

All inquiries will be held in confidence.