

Operations Manager



POSITION OVERVIEW:

Compensation: \$50,000 - \$60,000 DOE/neg.
Location: San Diego, CA / hybrid work environment
Reports to: CEO

WHO WE ARE:

Our mission is to build the San Diego region's talent base by 1) recruiting the highest caliber talent from across the nation to our region and 2) retaining talented individuals here in San Diego by connecting them with the right career opportunities at the right time. We are a boutique, highly entrepreneurial, retained executive search firm, focused on serving nonprofit and public sector organizations. Blair Search Partners (BSP) delivers an unparalleled experience to an incredibly diverse range of organizations working in human services, education, philanthropy and the arts. Our clients range from start-ups to major government agencies, which retain us to manage search engagements at all levels, including C-level, director, manager, and program/staff levels.

BSP is based in Downtown San Diego with a hybrid work environment whereby our team comes together in-person a few times per week for key meetings. We invest heavily in ongoing professional development for each team member, and are committed to autonomy, work-life-balance, community engagement, personal growth and career trajectory. Given the nature of our work, it is important that each of us are connected to the community by engaging with our clients, and actively contributing to nonprofit and civic endeavors. We don't think of this as the business of recruiting: to us, this is the business of community building. For additional information about our firm and our clients, please visit: <http://blairsearchpartners.com/>.

POSITION SUMMARY:

As a boutique firm of 4 team members, our firm is looking for a strong generalist / "all-rounder" who will enjoy working across almost every aspect of the business. Primary responsibilities will revolve around project management and administrative support to our firm's CEO and two Directors. However, the Operations Manager will have many opportunities to be visible in the community, joining our team at client meetings, fundraisers, networking events and other engagements. Given the variety of responsibilities, the Operations Manager will gain extensive experience and exposure to the executive search industry, as well as the larger San Diego community.

Although it would be helpful to have some prior exposure to the nonprofit sector or recruiting experience, the ideal candidate could come from almost any background. Our key criteria are:

1. Commitment to community and civic engagement.
2. Emotional intelligence/self-awareness.
3. Energy, enthusiasm and charisma.
4. Impeccable communication skills (written and oral, public speaking a plus).
5. Solid business acumen and general office management skills.
6. Intellectual curiosity.
7. Extreme attention to detail and follow-through.
8. Flexibility and dedication.
9. Technology savvy.

AREAS OF RESPONSIBILITY:

Project Management & CEO Support (50%):

- Lead key projects related to the firm's growth and development including:
 - Oversee IT vendors on a website overhaul and ongoing management.
 - Marketing and business development support.
 - Recruitment process review and documentation.
 - Adoption of Human Centered Design principles into our recruiting operations.
 - Implementation of a formal 360 review process.
 - Creation of BSP's first impact report.
- Oversee an update/refresh of our office space.
- General administrative support for the CEO.
- Engage with community-based organizations, eventually serving on boards and committees.
- Attend community events, fundraisers and networking engagements with the BSP team.
- Assist the CEO to capitalize on opportunities to help grow the business by connecting with potential clients and candidates wherever possible.
- Oversee the day-to-day business operations of the firm.
- Other duties as assigned.

Recruiting & Business Operations (50%):

- Work closely with our 2 Directors as they manage their portfolios of active search engagements.
- Communicate via multiple channels with clients and candidates.
- Support all stages of the recruiting and selection process:
 - Source candidates through a variety of channels, primarily digital
 - Screen and process resumes
 - Conduct phone interviews
 - Schedule interviews and meetings
 - Provide candidates with thoughtful and constructive feedback
 - Prepare candidate profiles and submit documents to clients
 - Conduct candidate background checks, references and assessments
- Support the Directors in managing social media platforms, marketing, client stewardship efforts.
- Research various organizations and industries.
- Organize and maintain client and candidate files.
- Update and maintain our CRM system.
- Serve as our liaison with vendors and service providers.

KNOWLEDGE, SKILLS, ABILITIES & ATTRIBUTES:

- Passion for quality and delivering the best possible customer experience.
- A "people person" through and through.
- Familiarity with the San Diego, Orange County or Los Angeles regions a plus, but not required.

- Demonstrated commitment to community and civic engagement.
- Growth mindset; comfortable with disruptive thinking and embraces challenges.
- High level of emotional intelligence, with superior verbal and written communication skills.
- Enjoys working with a team but can also function independently and hold themselves accountable.
- Ability to multi-task, set and drive priorities, monitor progress towards goals, and utilize data.
- Patient and savvy relationship builder.
- Superior attention to detail and problem-solving skills.
- Quick, nimble and flexible work style.
- Willingness to jump in and assist colleagues with a variety of tasks across the organization.
- Prior experience in recruiting, nonprofit management/operations, fundraising and/or business development is helpful.

For more information or to apply, please contact:

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