



JOB DESCRIPTION

TALENT SOURCER
COOK SILVERMAN SEARCH

REMOTE

COOK SILVERMAN SEARCH

336 Bon Air Center, Suite 300
Greenbrae, CA 94904

www.cooksilverman.com



ABOUT COOK SILVERMAN SEARCH

Cook Silverman Search (Cook Silverman) is a retained search firm focused on senior executive positions for nonprofit organizations. Cook Silverman was formed as an alliance between old friends and business colleagues Pamela Cook and Victoria Silverman. Our client base represents a broad range of organizations, including independent schools, universities, conservation and environmental organizations, health care, social service, social justice, museums, science, animal welfare, faith-based organizations, and the arts.

We are committed to providing ethical and exceptional service to every client we serve. We know thousands of professionals in nonprofit organizations throughout the United States, enabling us to help connect the best candidates with the right positions.

Cook Silverman brings more than one hundred years of nonprofit experience, spanning all aspects of development, advancement, communications and marketing, and executive management. Our team includes individuals who have served as executive directors, development and marketing directors and other senior positions in nonprofits, and therefore have unique knowledge and abilities to evaluate skill sets of nonprofit executives. We have worked in the positions our clients hope to fill, which gives us a distinctive perspective on evaluation of the candidates.

With over 400 searches successfully completed in the last twenty years, Cook Silverman has a long record of success: a deep bench of senior management, fundraising, marketing and communications, and strong connections within the nonprofit sector that makes us one of the most effective search firms in the business. In addition to our years of experience in the field, our team takes an approach that ensures we have our pulse on the market and an in-depth understanding of the needs of our clients, the potential pool of candidates, and the best ways to effectively reach them.

For more information, please visit www.cooksilverman.com

POSITION OVERVIEW

We are looking for a Talent Sourcer to join our team and manage the first stage of the recruiting process. Talent Seeker responsibilities include using various channels to reach out to potential candidates, contacting them and building talent pipelines for future current and hiring needs. If you have solid networking skills, know how to source on social media and enjoy learning about different roles, we'd like to meet you. Experience working in the nonprofit sector required.

REPORTING RELATIONSHIPS

Position reports directly to Senior Search Administrator.

PRIMARY RESPONSIBILITIES

- Interact with potential candidates in our network, on social media and professional networks (e.g. LinkedIn, [Slack](#) and Github)
- Craft and send recruiting emails
- Work closely with CEO and Search Administrator to understand the roles and needs of the position
- Identify qualified candidate profiles using various sourcing techniques (e.g., Boolean search)
- Develop talent pipelines for current and future hiring needs
- Measure conversion rates, including numbers of passive candidates who turn into applicants, get invited to interviews, get offers and get hired
- Maintain candidate databases (e.g., via our Applicant Tracking System)
- Communicate with past applicants to follow up on former placements and regarding new job opportunities

QUALIFICATIONS

- Three to five years' experience working in a nonprofit organization, preferably with the fund development and/or marketing team required
- Proven work experience as a Talent Seeker or similar role
- Hands-on experience with sourcing techniques (e.g. recruiting on social platforms and crafting Boolean search strings), specifically LinkedIn Recruiter
- Familiarity with HR databases, Applicant Tracking Systems (ATSs) and Candidate Management Systems (CMSs)
- DEI recruiting training and/or experience recruiting within diverse populations
- Excellent verbal and written communication skills
- Ability to positively present our company and open roles to potential candidates
- Effective time-management abilities
- Great sense of humor
- Flexible schedule

SALARY OR SALARY RANGE

The salary range for this position is \$25.00-\$35.00 per hour. No benefits are provided with this position, and hours will vary. No guaranteed number of hours weekly.

TO APPLY

To apply for this position, or for additional information on the opportunity, please send a copy of your resume with a cover letter to Victoria Silverman at apply@cooksilverman.com.

All applications and inquiries will receive a response and be kept strictly confidential.

Cook Silverman is an Equal Opportunity Employer.