

Position Profile

CohenTaylor Executive Search Services
is conducting a search for their

PROJECT COORDINATOR

CohenTaylor
Executive Search Services

Position Profile: Project Coordinator, CohenTaylor Executive Search Services

CohenTaylor Executive Search Services Fast Facts

- Successful and well-regarded retained executive search firm completing searches for mission-driven organizations.
- Located in the Highlight Center in Northeast Minneapolis’ arts district in the Highlight Center, home to many startups, as well as [MN Nice Cream](#).
- Has recently completed searches for high-profile clients such as Twin Cities Habitat for Humanity, Pillsbury United Communities, University of St. Thomas, and YWCA Minneapolis.
- Close-knit and expanding team of nine people.
- Hip and open office space with great natural lighting.
- Learn more about CohenTaylor here: [CohenTaylor Website](#)
[CohenTaylor Facebook](#)
[CohenTaylor LinkedIn](#)
- Certified [B Corp](#) (for-profit companies certified by the nonprofit B Lab to meet rigorous standards of social and environmental performance, accountability, and transparency).

Our Firm

CohenTaylor Executive Search Services was formed by [Chris Cohen](#) and [Don Taylor](#), two experienced search consultants with a desire to be a socially responsible search firm demonstrating commitment to community impact. Our experience in the field spans over two decades. Our firm was established with a core value of advancing the common good of the community: whether local, national, or global. Our team is committed to the highest standards of integrity, excellence, and performance in our work with client organizations and candidates.

We believe in the transformative power of organizations determined to do good in the world whether for-profit, public sector, or not-for-profit and have extensive experience finding executive candidates who will champion important work. This focus has given us exceptional insight into what makes an effective mission-driven leader. Better yet, it’s provided our clients with exceptional results.

We understand the many facets that make up effective mission-driven executives, and the many nuances that must be managed — in the marketplace and inside your organization — to find and place candidates. This kind of real world knowledge makes us more than recruiters. We become our clients’ business partners and talent consultants.

The Role

Join a team of experienced and value-driven professionals committed to contributing to the public good. With a commitment to inclusion and access, this will be a key support role in finding the best executive talent at mission-driven organizations. Work in a professional, fast-paced and energetic environment and provide support for the team’s search executives; coordinating and managing all searches being conducted.

This role serves as the chief point person for a team of executives engaging in client and candidate relationships. The Project Coordinator will perform project management duties in relation to all open job orders by understanding up to 20 active executive searches on an on-going basis.

Additionally, the role oversees the successful operation of an office environment including scheduling, managing our technology vendor,



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procurement of office and hospitality supplies, scheduling of conference rooms, and acting as the firm’s “first voice and face” to externally facing stakeholders. This role adheres to strict confidentiality policy incumbent to the nature of our business.

The role is outcomes-based, meaning that the Project Coordinator has some flexibility in work environment and schedule. The Project Coordinator role allows for a fascinating inside look at the operational aspects of the nonprofit sector, and there are many opportunities to make connections through engaging and informative industry events. Confidentiality is a necessity in this role, given the nature of the search business.



In this role, the Project Coordinator has the following key accountabilities:

Search Project Management

Project management comprises a large portion of this role, with an emphasis placed on candidate/client relations and management. The Project Coordinator will spend time scheduling client and candidate meetings, creating and editing documents for business development prospects and current searches, and posting roles and managing applications.



Strong writing and editing skills are needed as much time is spent crafting detailed communication to clients and candidates, as well as drafting persuasive language for job postings and position profiles. The Project Coordinator is responsible for independent content creation, and s/he also works to edit the writing of other members of the firm- acting as a “final set of eyes” on documents.

Database Management, Website and Social Media

The Project Coordinator co-manage the firm’s CRM database and the firm’s social media presence.



Office Management

The Project Coordinator serves as the “first voice and face” of the firm with external stakeholders either by phone or through visits to the office suite. S/he will order supplies and maintain relationships with vendors, including the firm’s IT support.

Special Projects

The Project Coordinator will work on special projects as assigned by search consultants, and s/he has the exciting opportunity to learn and grow within the role.

The Ideal Candidate

- Experience in project management, database administration and client interface with high attention to detail is highly critical.
- Strong communication and writing skills with demonstrated ability to represent a company/firm’s brand to external stakeholders in a highly confidential environment.

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- Ability to handle, organize and prioritize multiple requests for time in support of the firm's activity.
- Demonstrated ability to show initiative and be resourceful in problem solving.
- Established high attention to detail.
- Shows an ability to multi-task and remain calm under pressure.
- Can work independently with minimal supervision.
- Demonstration of strong cultural competence—openness to diversity of thought and inclusion of difference, understanding of one's own potential for unconscious bias.
- A certification in Project Management and experience in the retained search space are favored.
- A Bachelor's Degree is preferred.
- Two years of experience is required, preferably in a fast-paced and demanding office setting.
- Proficiency in Microsoft Office is required.

Key Skills/Qualities

- Extremely detail-oriented, while keeping the "big picture" in mind
- Friendly and approachable
- Responsible and conscientious
- Patient
- Multi-tasker
- Adaptable to changing environments and a variety of work styles
- Independent self-starter and problem-solver
- Excellent writer and editor

Other

- A reasonable allowance for Flex Time is available provided role accountabilities are being met.
- This position provides a competitive annual salary and Paid Time Off.

**For more information or to send your credentials, please email info@cohentaylor.com
All inquiries will remain confidential.**