



POSITION DESCRIPTION:  
**DIRECTOR OF  
EXECUTIVE SEARCH**



**POTRERO GROUP** is a fast-growing boutique consulting firm working at the intersection of the business, nonprofit, and government sectors. Our work is wide ranging, with specific expertise working with mission driven organizations in the environmental, conservation, and public lands sectors. We provide strategic and business planning, executive search, organizational assessment, training, and custom research services.

We are adept at guiding organizations to reflect deeply on their experiences, challenges, and opportunities. We conduct executive searches and board transformations that focus on leadership, strategy, and a deep understanding of mission and culture. Our client engagements range from one-day workshops to multi-year intensive support.

We are a flexible, all remote, family-friendly work environment in which people are encouraged to build work-life integration, learn and develop new skills, and bring our best work together to support our clients and each other.

## BELIEFS AT THE CORE OF OUR WORK

Our work fuels progress to preserve lands, parks, ecosystems, and the people dependent upon them. We are committed to equitable and inclusive practices in everything we do.

We build and work across diverse networks with public and private-sector stakeholders. We believe in the adjacent possible, hovering around the edges of the present state of things, in the uncharted territory where better answers lie—and even better questions.

Our diverse and geographically dispersed team is united by a passion for the work of our clients. We are deeply committed to increasing the mission impact of every organization with which we work.

We believe in a world  
where big problems  
are met with  
entrepreneurship,  
innovation, and  
creativity.

## OUR APPROACH TO EXECUTIVE SEARCH

We believe that organizational strategy and search are deeply connected. We work across both spaces. We facilitate the search as a pivotal organizational transition and engage key partners and supporters in the search effort. We work beyond the “usual suspects.” We deliver extraordinary candidates who push the boundaries of what our clients thought possible.

We believe that representation matters, and diverse experiences and perspectives bring strength to our team. Instead of a culture fit, we seek a culture add—new approaches, experience, expertise, and identities that allow us to find exceptional candidates who can lead organizational change and growth.

Potrero Group’s executive search practice has grown by a factor of three over the past three years, fueled by our deep expertise in the conservation field and our track record of success.

## POSITION OVERVIEW AND RESPONSIBILITIES

We are seeking an accomplished talent acquisition professional to lead our executive search practice. Reporting to Founder and Principal Cleveland Justis, the Director of Executive Search will be integral to the success of our entire firm and will serve as a leader across our work. The position will directly supervise two full-time staff, plus part-time in-house and contract consultants, and will be accountable for the growth and financial health of our executive search business.

The Director of Executive Search will be a facilitative leader who will thrive in Potrero’s client-centered, flexible working environment. The position requires maintaining a balance between external business development responsibilities and managing multiple client projects and project teams, ensuring high-quality outcomes are delivered on time and within budget.

We are seeking an experienced leader possessing strong interpersonal capabilities in addition to being a proven people and project manager. With overall accountability for all aspects of the executive search process, the ideal candidate will bring tenacity and a sense of curiosity and fun to the process of building and growing Potrero Group’s search business.

A demonstrated commitment to the values of our firm and our clients is required, as is experience serving nonprofits and/or public-private partnerships.

### STRATEGY AND SYSTEMS

- Lead the development and execution of a long-range business development plan for the search practice.
- Monitor client, market, and competitor activity to inform and collaborate on strategy for the firm as a whole.
- Identify and oversee the implementation of systems and processes that improve the efficiency and impact of the search practice.

The ideal candidate will work creatively and nimbly and be a strong relationship builder with an understanding of the business and craft of executive search and proven business development skills.

### LEADERSHIP AND TEAM MANAGEMENT

- Serve as a member of Potrero's senior leadership team to build and sustain integration, innovation, and cross-functional processes.
- Lead as a role model for excellence and continuous learning.
- Function as a human capital thought leader and share expertise internally and with our clients and stakeholders.
- Strengthen the executive search team and inspire outstanding service to clients and candidates through mentorship, standard-setting, and performance metrics.

### SEARCH SERVICES

- Manage and lead a portfolio of client engagements while building positive and trusting relationships with clients throughout the search process.
- Drive exceptional levels of client and candidate service ensuring diversity, equity, and inclusion practices are woven into all aspects of the search process.
- Cultivate and steward candidate relationships, ensuring preparedness and a positive candidate experience.
- Develop criteria to guide research, outreach, and networking with sources and candidates.
- Design and participate in meaningful, effective, inclusive, and comprehensive candidate interviews and reference conversations.

### PRACTICE MANAGEMENT

- Establish and meet ambitious annual sales goals and ensure the quality of business pipeline forecasting.
- Design and implement marketing and business development practices to build firm visibility, attract marquee clients, and grow the practice over time.
- Ensure continuous improvement in search practices and policies as our clients' needs evolve.
- Set standards for data retention and ensure the quality and efficacy of information management.
- Design and implement a client and candidate stewardship process that ensures relationships are maintained and deepened over time.

## DESIRED EXPERIENCE AND COMPETENCIES

The ideal candidate will bring comprehensive knowledge of retained executive search and leading practices in the profession, combined with experience within the nonprofit sector. Demonstrated success in business development and scaling, project management, and building lasting client relationships are a must. Experience in the conservation and/or public lands field is strongly desired.

Other important skills and abilities for this role include:

- Strong organization and project management skills, with attention to detail and the ability to manage multiple projects and competing priorities with grace
- The ability to manage, motivate, and mentor staff to deliver high-quality results
- A commitment to diversity, equity, inclusion, and access, and the ability to understand different viewpoints and experiences, demonstrate respect for others, and work effectively across differences in race and culture
- Outstanding relational skills including empathy, discernment, tact, proven judgment skills and strong personal ethics, with the ability to handle sensitive information with discretion and strict confidentiality
- Fluency in all forms of communication, including written, oral, electronic, and in-person
- Ability to work independently with minimal support and thrive in a virtual office environment
- Creativity, flexibility, and the ability to pivot and solve problems as they arise
- Goal orientation and drive combined with a sense of fun and curiosity

## LOCATION

Remote. Potrero Group has been an all-remote company since its founding in 2011.

## COMPENSATION

A competitive compensation package, including a growing benefits package, will be offered based on experience. The anticipated annual salary range for this position is \$140,000–\$155,000.

## TO APPLY

For more information and to apply, please visit

<https://potrerogroup.com/executive-search/potrero-group-director-executive-search>.