



## **POSITION SPECIFICATION**

*The Human Capital Group, Inc - Retained Executive Search & Leadership consulting firm*  
[HumanCapitalGroupInc.com](http://HumanCapitalGroupInc.com)

**POSITION TITLE:** Senior Consultant – Executive Search  
**REPORTING TO:** Senior Partner and Founder  
**LOCATIONS:** Open  
**THE COMPANY:** The Human Capital Group, Inc.

**The Human Capital Group, Inc** ([HumanCapitalGroupInc.com](http://HumanCapitalGroupInc.com)), is an **Executive Search and Leadership Advisory / Consulting** firm. In business since 2000, we have a team of Associates serving offices in TN, Chicago and GA...with affiliate offices in 30+ countries around the world. We are looking for talented executives to open and lead new offices in major markets throughout the country. We are looking for professionals driven by the **Purpose** to “**Find, Strengthen and Grow Transformational Leaders that Deliver Lasting Results**”!

This is a unique opportunity to join a values and faith-based firm with the purpose of "Delivering Lasting Results through People". We are seeking strong, grounded, entrepreneurial leaders who have invested in developing and nurturing relationships throughout their career and now wish to grow their own business of **servicing others** with proven value-added services.

### **SCOPE & RESPONSIBILITIES:**

The successful candidates will be responsible for establishing, marketing and delivering services offered by The Human Capital Group, Inc.

### **REQUIRED SKILLS & EXPERIENCE:**

- **Senior level executive** or **executive search** experience is required. Ideal candidates will possess an extensive network of business and community contacts and/or recruitment experience in a professional services/consulting environment
- Proven and successful history of **business development**. A strong business acumen and understanding of corporate functions (Human Resources, Finance, Sales, Marketing & Operations, etc.)
- Bachelor's degree required; MBA strongly preferred
- Strong client relationship skills, including the ability to prepare and present reports to executive level clients
- Exceptional project management skills; the ability to define objectives, handle multiple projects, and deliver work on time
- The ability to understand client needs and discern qualified candidates
- Ability to build & maintain candidate networks through market research & on-going relationship management
- Experience working with business leaders involved with a variety of human capital related initiatives

### **PERSONAL ATTRIBUTES:**

- Personal commitment to the **Mission, Purpose & Guiding Principles** of The Human Capital Group, Inc.
- A person who thrives on serving others
- Self-starter with strong organizational and execution skills; Comfortable with self-management
- “Entrepreneurial spirit” – excited about the opportunity to launch a business in a new market
- Outstanding communicator; both verbal and written
- Enjoys networking, meeting new people and building relationships
- Results-oriented and creative ‘out of the box’ thinker; team player

### **COMPENSATION:**

The Human Capital Group offers a performance-based compensation package (base salary, health benefits, 401-k, etc.) with unlimited upside. In addition, The Human Capital Group provides each senior consultant with a proven brand and process to leverage, research team, billing functions and marketing assistance.

### **CONTACT INFORMATION:**

If you are interested in considering this great opportunity, please view our website ([HumanCapitalGroup.com](http://HumanCapitalGroup.com)) to learn more about us, to see/hear what clients and candidates have to say about our services, and to absorb our "Guiding Principles". Under Who We Are, click on “Join our Team” and it will take you to 6 additional videos about who we are, what our logo stands for, etc...great insight for someone considering joining our firm. Interested and qualified candidates should send their resume, along with a 1-2 page cover letter stating why you are interested in joining us, to [Steve@HumanCapitalGroup.com](mailto:Steve@HumanCapitalGroup.com). In the subject line, please indicate “**HCG Sr. Consultant**”.