



## The Position

Role	Executive Recruiting Associate
Location	Redwood Shores, California
Website	<a href="http://lonerganpartners.com">lonerganpartners.com</a>
To Apply	<a href="http://lonerganpartners.com/form/join-our-team">http://lonerganpartners.com/form/join-our-team</a>

## The Opportunity

**Overview** Lonerган Partners, Inc. is the largest independent executive search firm in the Silicon Valley. Growing rapidly, Lonerган Partners offers search professionals career opportunities unparalleled in the industry. Our firm is a trusted advisor to top technology companies in the Silicon Valley and around the world. Our experienced partners provide retained executive search services working to recruit CEOs and C-Level executives in high tech. Since 2001, we have helped hundreds of clients accomplish transformative change.

Senior Partners Mark Lonerган and Dotty Schaffer are among the world's leading technology recruiters, specializing in CEO, Board Director and senior executive projects for technology companies. Recent clients include: Google, Dell, Gigamon, Fortinet, ShoreTel, Brocade, Xilinx, Rambus, Imperva, Synthetic Genomics, D-Wave Systems, Goldman Sachs and many others.

**Duties** We are seeking an Associate for the firm to work directly with our Partners to provide full-service recruiting support and project management. Outstanding Associates are eligible for rapid expansion in responsibilities and development towards future promotion to Partner.

## Responsibilities include:

- Drafting the position specification
- Researching and identifying potential candidates
- Significant telephone outreach in developing candidates
- Helping to interview and assess candidates
- Documenting information about candidates' background and references
- Consulting with the Partner and clients on all aspects of the search

## The Person

**Experience** The Associate will have a minimum of three to five years in a professional role in internal corporate recruiting, corporate sales or an alternative business experience—ideally in professional services such as law or consulting. Involvement in tech-based industries is highly desirable.

**Education** The Associate will have a BA/BS degree from a top college or university. An advanced degree in business or the sciences is desirable.

## The Organization

**Founded** 2001

**Markets** Lonergan Partners works exclusively with companies in high tech. The core technology markets we focus on are semiconductors, networking (systems and services), online, software, computer systems and technology services.

**Our Vision** Mark Lonergan founded Lonergan Partners to be a new kind of search firm. From his background managing the Silicon Valley offices of industry pioneer Heidrick & Struggles, he left what was the largest search firm in the world to start a firm that would provide the market with an enhanced level of executive recruitment support. His vision was to combine the professionalism, rigor and breadth of resources found at the large multi-national firms with the personal engagement, urgency, and heightened commitment to client outcomes found at the best boutiques. The result: a uniquely powerful search capability, dedicated to developing meaningful client partnerships with the power to help change the future of the clients we serve.

# Candidate Key Requirements

## 1: Judgment

Working at the highest levels of executive search, the Associate will be a good judge of our clients' leadership challenges and the range of executives who can successfully meet them. The Associate must develop quick but accurate insights into people and their situations. Through each interaction, the Associate must adeptly guide the recruitment process to a successful, timely outcome.

## 2: Aptitude for Technology

Our clients offer high tech products and services in a wide variety of markets. The successful Associate is a quick learner, able to grasp the basic value propositions of high tech products and then effectively communicate about those technologies with candidates. The Associate should be fundamentally curious and enjoy researching new industries.

## 3: Verbal and Written Communication

At Lonergan Partners, search teams spend significant time reaching out to potential candidates and exploring career opportunities with them. The successful Associate will be articulate and enjoy the challenges of influencing others. They will be adept at handling tricky situations with sensitivity and skill. Communication with both candidates and clients must be efficient, confidential and respectful. Documentation of search progress for clients must be thorough and clear.

## 4: Relationship Orientation

At Lonergan Partners, we seek to create and extend a substantial network of trusted client and candidate relationships. We are looking for someone who is friendly, honest, and forthright. This person must enjoy playing a consultative role, with the ability to listen closely, be flexible, and dedicate themselves whole heartedly to the success of others. The successful Associate will work well collaboratively, as the search process necessitates the efficient integration of work across small working teams.

## **5: Entrepreneurialism and Passion**

Compared to our larger competitors, Lonergan Partners is a small and focused firm where every team member has a direct impact on our success. We are seeking someone who is excited over the prospect of helping to build the firm, someone with the creativity and the work ethic to contribute in a wide variety of areas. The successful Associate is eager to step up and contribute outside of the job description in whatever capacity is needed.

## **6: Integrity**

We believe that our greatest asset – carefully protected – lies in the trust we have earned with our many satisfied clients. This trust is earned through the integrity of our actions and communications. All employees are expected to act and speak with the utmost professionalism and discretion within the complex context in which leadership decisions are often made.

## **7: Initiative and Orientation towards Excellence**

Lonergan Partners requires Associates to have tremendous initiative and be able to make substantial independent progress on multiple assignments without step-by-step instructions. As such, we seek someone with the self-discipline to instinctively pursue the highest levels of client service with exceptional professional rigor.