

GLOBAL RESEARCH ASSOCIATE

We take great pride in knowing that every day, in some way, our work helps to do the greater good. Ultimately, we are driven to help candidates discover inspiring opportunities and our clients find exceptional new team members, so that together we can make the world a better place.

Who we are

We are a unique, values-driven executive search consultancy. We work in partnership with the world's leading education, arts and cultural, health, and charitable organisations to find experienced and emerging fundraising, engagement and advancement professionals. As a result of this focus, we have gained a reputation as a trusted intermediary between our clients and candidates. We also have an enviable insight into the profession, which enables us to advise on wider career development and talent management strategies.

The specialist nature of our work combined with a twenty year-plus history of operating in the sector, means that we have a comprehensive understanding of the fundraising profession and this enables us to work at a deeper level with our clients and candidates. Relationships with our clients and candidates therefore aren't transitory or transactional but tend to be long term. It isn't unusual for us to support an organisation over a number of years in building a team or work with individuals as they develop their careers.



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People, and the relationships we build and nurture, are at the heart of our business. That's why Professionalism, Knowledgeability, Authenticity, Approachability, and Integrity are our core values.

PROFESSIONALISM - We take great pride in the quality of our work and processes, which ultimately shape the way we interact with clients and candidates.

KNOWLEDGEABLEABILITY - We are closely aligned with the fundraising sector as a result of memberships of representative bodies through to our relationships.

AUTHENTICITY - We genuinely care about our clients, candidates, and the sector by providing a service that we would expect to receive.

APPROACHABILITY - We build enduring relationships with diverse clients and candidates.

INTEGRITY - Our clients and candidates trust that we will deliver a caring service, in terms of the process and advice that is given.

Professional Development and Services to the Sector

We believe in giving back to the sectors we serve. We help to build awareness of and support the fundraising profession through a variety of activities, such as providing scholarships to attend training courses, hosting peer roundtable discussion events and regularly assessing and providing benchmark reports on the development of fundraising careers. As trusted advisors to the not-for-profit sector, we are also regularly asked to share our expertise at industry conferences or within institutions.

We also know the importance of continuing to learn and develop and support the personal and professional growth of all our team members. This includes formal and informal training in the recruitment and fundraising arenas, ensuring our team is up-to-date on latest trends and best practice as well as the development of more personal skills.

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Why work with us?

As a close-knit and home-based team across 3 countries, we are mutually supportive and often help on recruitment assignments led by colleagues in other parts of the world. Rather than working to individual goals, we work collaboratively and towards a team target – sharing information and often pooling our expertise to provide the best possible service to clients and candidates. Our non-commission salary policy is one of the ways that supports this manner of working together as a team, which isn't the norm in the recruitment industry.

We also focus on delivery, communication and cooperation, and have organised ourselves to allow our team the flexibility to balance their personal lives alongside their work. As a professional services firm, we do have deadlines and commitments to meet, but we find that having a flexible approach to working helps to attract great people to join us and play their part. We believe that we do great work when we combine best recruitment practice with different lived experiences and perspectives, and we therefore welcome team members from all backgrounds, beliefs, and cultures. We encourage applicants from all walks of life to consider joining us and helping to expand our knowledge and celebrate our differences.

To join our team, all we ask is that you bring great communication and organisational skills, a can-do attitude, a strong and balanced work ethic, and a good sense of humour. We expect you to manage your own time and workloads, and there will always be support if you need it. Understanding or experience of the sectors we represent would be advantageous. If we sound like the sort of small business that you'd love to be a part of, please read on and get in touch.

To learn more about Richmond Associates visit: <https://richmond-associates.com/>



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The Role

Job Title	Global Research Associate
Location	UK, Singapore or Australia
Reports to	Managing Director/Director

Purpose

Work in close consultation with the Consulting teams in the UK, Asia and Australia to deliver research strategies, providing insight on candidates, clients and market generally.

Carry out assignment related research from our extensive database (currently FileFinder), LinkedIn and from other channels to identify and qualify suitable candidates to be approached.

Responsibilities

Candidate research for recruitment assignments

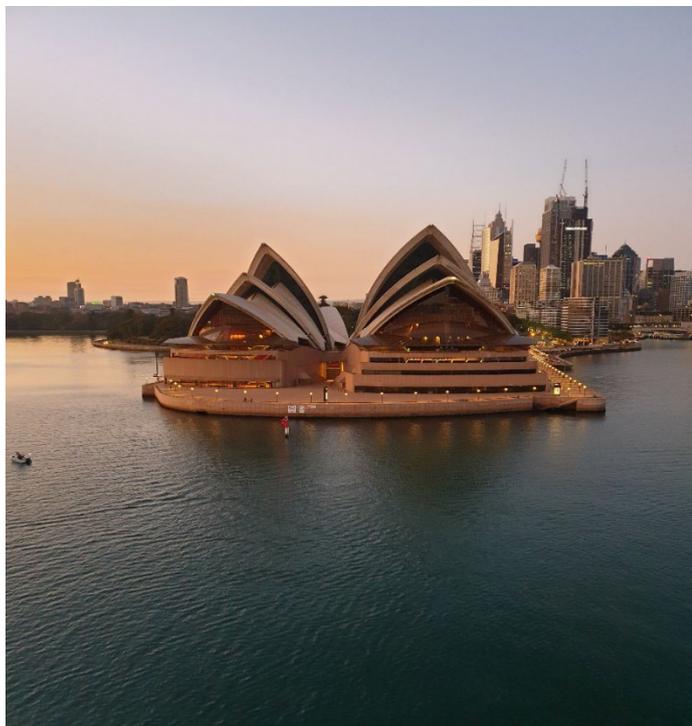
- Attend client briefing meetings with the consulting team where possible or take in-depth briefings from the consulting team in all three offices to ensure a full understanding of each role to be recruited.
- Develop research strategies for assignments according to information gained during internal/external briefings.
- Identify and qualify a pool of relevant candidates for the different role profiles.
- Carry out initial screenings of potential candidates by phone to assess suitability for our roles.
- Keep abreast of emerging trends and insight in the markets we operate in and update the team accordingly.
- Develop knowledge of the fundraising profession and aligned functions.

Database Management

- Regularly update the database with new information and produce regular reports for the consulting teams.
- Develop and maintain the database to highest quality and integrity and be an expert user.

All staff at Richmond Associates are required to:

- Keep up to date with data protection legislation including GDPR.
- Ensure that all systems and processes involving data are compliant with data protection legislation.
- Ensure best practice in recruitment processes is always being observed, and that there is no discrimination of candidates at any time.



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Person Specification

Knowledge & experience

Essential

- Research experience gained in either an executive search industry or a fundraising environment.
- Relational database experience.
- Experience of creating and implementing research strategies for short-term projects using a wide range of research methodologies.

Desirable

- Knowledge of the not-for-profit sector internationally.
- Experience of working in a small company.

Skills and abilities

- High degree of discretion and diplomacy, and confidentiality is essential.
- Ability to think laterally and creatively to problem-solve.
- Ability to work at pace and perform under pressure
- Strong attention to detail.
- Ability to represent RA well as a brand ambassador.
- Excellent organisational, project and time management skills, with the ability to juggle a large and wide range of competing demands and deadlines.
- Active listening skills and ability to quickly digest, record and act on information.
- Outstanding verbal and written communication skills.
- Ability to be flexible and change direction quickly.
- IT literate with an understanding of the strategic application of CRM databases.

Attitudes

- Empathetic, with an ability to work with a wide range of people and be flexible with their needs.
- Positive, can-do attitude and shows initiative.
- Team orientated, with the ability to take responsibility and hold self accountable.
- Proactive and can-do attitude, with the ability to think and act beyond your remit as required.
- Resilient, robust and at ease with change.
- Care about and committed to doing a good job.
- Good sense of humour.

Salary and Benefits

- Competitive salary
- Annual leave entitlement of 20 days (with additional paid leave between Christmas and New Year).
- Pension/superannuation contribution in line with local country guidelines and regulations.

To discuss salary and benefits contact us by email or phone at any of the three offices listed overleaf. Please note that candidates will need to have the right to work in either of the three locations in which our offices are based.

How to Apply

Applications should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent posts as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this post, providing evidence of your ability to match the criteria outlined in the Person Specification.
3. Details of your salary expectations, notice period and names of 2 referees, together with a brief statement of the capacity in which they have known you and an indication of when in the process they can be contacted (please note we will not contact your referees without your express permission).
4. Telephone contact numbers (preferably daytime and evening/mobile) which will be used with discretion.

Selection Process

The applicants with the most relevant experience will be invited to have initial exploratory discussions with Richmond Associates.

Interviews with Richmond Associates will take place in early to mid-December 2022

CLOSING DATE FOR APPLICATIONS IS FRIDAY, 2 DECEMBER 2022

Please send your application to Susan Seah, Business Support Administrator

By email: info@richmond-associates.com



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