



# ED TECH RECRUITING

## *Recruiting Associate*

### **SUMMARY**

**Location** | HQ in San Carlos, CA (remote work permitted, but job requires significant travel)

**Post date** | May 16, 2019

**Application deadline** | June 10, 2019 @ 5:00pm PDT

**On-site final round** | June 24 - 28, 2019

**Start date** | July 8, 2019

**Reports to** | Principal



## SUMMARY

It's easy to focus on the technology. Ed Tech Recruiting focuses on the people.

Ed Tech Recruiting helps educational institutions and other mission-aligned organizations successfully navigate challenging staffing transitions—particularly at the senior leadership level. The company, founded in 2015, has developed both a strong brand recognition and solid reputation as an industry leader that runs retained searches for positions such as CTO, CIO, and innovation director. In addition, Ed Tech Recruiting serves as a strategic consulting partner to domestic and international clients in need of leadership training, interim placement services, and project management.

Ed Tech Recruiting seeks a recruiting associate to join its core team. The recruiting associate will work primarily on retained searches, first in a supporting role and eventually as a lead project manager. The ideal candidate will bring an analytical, can-do mindset along with exceptional writing and organizational skills. This is an opportunity to learn the insights of executive recruiting, strategic consulting, and departmental restructuring in the field of educational technology. The job starts this summer and reports to the principal.

## MISSION

Ed Tech Recruiting helps educational institutions and other mission-aligned organizations navigate challenging leadership transitions during periods of strategic change.

## KEY STATISTICS

**Founded:** 2015

**Headquarters:** San Carlos, CA

**Clients:** Educational institutions, associations, nonprofits, and other organizations

**Membership:** National Business Officers Association (NBOA), Mid-South Business Officers Association (MISBO), Association of Technology Leaders in Independent Schools (ATLIS)

**Website:** [www.EdTechRecruiting.com](http://www.EdTechRecruiting.com)

## ABOUT ED TECH RECRUITING

Ed Tech Recruiting is much more than just a staffing company or technology consulting company. It is a strategic partner to management teams looking to make substantial improvements to their technology and innovation programs.

Many technology consulting firms focus on just that: the technology—be it hardware, software, or systems. Meanwhile, many hiring firms focus just on filling seats. Ed Tech Recruiting marries the content expertise of technology and innovation, to the process



expertise of executive-level hiring. The result is a superior service for organizations looking to hire CTOs, CIOs, directors of innovation, and other technology leadership positions.

In late 2014, then-technology director Gabriel Lucas co-founded a nonprofit professional association to support and advocate for technology administrators working in schools. However, at the time Gabe saw another void: the challenges that schools, nonprofits, and other mission-aligned organizations have in *hiring* for those very same technology positions. As a result Gabe founded Ed Tech Recruiting, which in four short years has successfully supported dozens of clients across the United States and beyond.

Since July 2015, Ed Tech Recruiting has enjoyed steady revenue growth under Gabe's leadership as principal. Ed Tech Recruiting has strong brand-name recognition and reputation in the K-12 education space, and the company has been expanding its reach to serve other nonprofits, associations, and mission-driven organizations. Ed Tech Recruiting has established a network of thousands of educational technology professionals of all experience levels in multiple industries—including education, corporate, and nonprofit.

Yet even with its vast network of technology professionals, Ed Tech Recruiting always runs thorough and exhaustive searches using robust processes and methodologies that never rely on a closed set of pre-screened candidates. The results speak for themselves: high client satisfaction, low turnover rates, and perhaps most importantly impressive statistics involving diversity of candidates hired. As Ed Tech Recruiting prepares to start its fifth year of operations, the company is planning to expand even further into other areas of executive recruiting and strategic consulting.

# THREE CORE SERVICES

## RECRUITING

The flagship product of Ed Tech Recruiting is a retained search, which is also called an executive search. Ed Tech Recruiting serves clients as an exclusive partner to run a full-service hiring process for senior-level positions. Past searches include:

- Chief Information Officer
- Chief Innovation Officer
- Director of Design, Engineering, and Technology
- Director of Educational Technology
- Executive Director
- Director of the Center for Innovation and Entrepreneurial Thinking
- Director of Innovation and Information Services

To explore some recent searches, please visit [www.edtechrecruiting.com/search](http://www.edtechrecruiting.com/search). Searches typically last between three and six months and include the following stages:

- Kicking off the project and assessing needs
- Developing the opportunity statement
- Recruiting, screening, and evaluating candidates
- Selecting finalists and planning for the final round
- Running the final round
- Deliberating over finalists, offering the position, and negotiating terms

The recruiting associate will work primarily in this area of the business.

## ASSESSMENT

Some clients are not ready to hire, or they seek a third-party expert to just evaluate their situation. Ed Tech Recruiting serves these clients by performing in-depth, hands-on, customized assessments and offering as-needed analysis and recommendations. These projects and client lists are kept confidential, given the delicate staffing issues involved.

## TRANSITIONS

Some clients face unique or challenging situations requiring assistance beyond an assessment or executive search. Ed Tech Recruiting serves these clients by providing interim leadership, project management support, conflict resolution services, board and leadership team development, and executive coaching.

## OTHER PARTS OF THE BUSINESS

Ed Tech Recruiting has developed other services, products, and tools to support both hiring managers and job seekers, including:

- **International job board and daily newsletter:** Over 5,000 educational technology jobs have posted since the company was founded in 2015.
- **Application engine:** Ed Tech Recruiting has developed a proprietary online system to run searches effectively, efficiently, and professionally.
- **Salary survey:** This annually released data set of nearly 1,000 responses offers insights into compensation for educational technology positions and salary benchmarks.
- **Articles and presentations:** Ed Tech Recruiting staff members publish articles and deliver presentations on a regular basis on topics such as technology hiring and leadership transition.
- **Trainings:** Ed Tech Recruiting has designed and delivered seminar intensives to train current and prospective customers on the best practices of executive hiring.



Ed Tech Recruiting is committed to being the premier hiring and consulting firm for senior leadership positions and staffing strategy in the technology office. Clients regularly comment that the firm not only delivers an outstanding core set of services, but also contributes as a partner and thought leader to help effect change across the industry. The ideal recruiting associate will of course be focused on successfully completing projects and contributing to the growth of a company, but in addition will be motivated to improve hiring practices across the educational and nonprofit industries.

## DIVERSITY STATEMENT

Ed Tech Recruiting runs every search with the genuine intention of soliciting a diverse and inclusive candidate pool and running a fair and open hiring process. Ed Tech Recruiting does not discriminate on the basis of race, color, religion, sex, age, national origin, marital status, disability, gender identity, sexual orientation, or other protected characteristics.

## ABOUT THE POSITION

The recruiting associate plays a key role on all aspects of a retained search. This is a client-facing position to both hiring organizations and job seekers, with frequent communication in all modalities: email, phone, web conferencing, and face-to-face. The recruiting associate must drive projects to completion, but in such a way that yields high client satisfaction.

Ed Tech Recruiting has developed a successful methodology for running searches. Granted, each search involves a great deal of customization and creative design. However, most searches follow the same general process and reach similar milestones. Thus, the ideal recruiting associate is someone who adheres to company practices and welcomes guidance from a manager, but at the same time is constantly analyzing and assessing client needs to determine whether and how to tweak a particular protocol or finesse a situation.

Each recruiting project tends to last between three and six months. At first, the recruiting associate will work closely under the guidance and mentorship of the principal, Gabriel Lucas. Soon thereafter, the recruiting associate will be asked to take a primary role on projects—and eventually assume full responsibility for an entire search.

Searches follow different rhythmic patterns. Some searches run upwards of twelve months in advance of a hire date. These projects move more slowly—but many tasks go into great depths. Other searches run only a few months before a hire date. These projects demand quick decision-making and continual client shepherding. The recruiting associate must be able to thrive under different project paces.

That being said, two skills are absolutely critical for all projects:

**Writing:** Each search requires both an elaborate, multi-page opportunity statement, as well as constant written communication to clients and candidates.

**Analysis:** Each search involves screening and analyzing dozens of candidates, along with assessing and responding to specific client needs and constraints.

The recruiting associate need not live in the San Francisco Bay Area but must be willing and able to travel regularly, both to client sites across the US and to company headquarters. The recruiting associate will receive frequent guidance and direction on company policies and methodologies, but given the remote nature of the job the recruiting associate must be self-motivated and able to produce a high work output without daily supervision. Ultimately, the recruiting associate will be evaluated primarily on the ability to complete project milestones on time and to the satisfaction of each client. Growth paths for a successful recruiting associate are numerous and include the opportunity to conduct assessments, present at national conferences, and support strategic consulting projects.

# RECRUITING ASSOCIATE

## SPECIFIC DUTIES

### Executive recruiting

- Learn, adopt, and embrace company methodologies and protocols for hiring
- Write and design thorough and professional opportunity statements for executive-level positions that (a) describe the core duties of and qualifications for a job, (b) provide extensive background and context in relation to the mission, values, and goals of the hiring organization and (c) motivate and inspire a diverse set of qualified candidates to apply
- Work diligently and creatively to solicit and recruit as diverse and extensive a pool of qualified applicants as possible
- Review, interview, and screen applicants to assess their interest, experience and qualifications
- Perform in-depth reference checks on applicants
- Design and develop performance tasks tailored to each opportunity, including (a) writing prompts for the initial application, (b) supporting materials for second- and third-rounds, and (c) multifaceted exercises for final-round visits
- As directed, travel to client sites to (a) conduct kick-off meetings and needs-assessment interviews, (b) facilitate candidate selection meetings, (c) design the final round, and (d) run the final round and facilitate finalist deliberation meetings
- Other duties as assigned

### Project management

- Provide clients advice and assistance throughout the hiring process, and ensure that projects remain on schedule with high client satisfaction
- Support, and eventually run, multiple hiring projects concurrently, and coordinate tasks and decisions among clients, candidates, and internal Ed Tech Recruiting staff
- Deliver regular and thorough updates via written summaries, conference calls, and in-person meetings to clients, candidates, and Ed Tech Recruiting team members
- Other duties as assigned

## ED TECH RECRUITING IS LOOKING FOR CANDIDATES WHO CAN DEMONSTRATE...

### Professional Qualifications:

- A bachelor's degree from an accredited college or university
- At least three years of successful office work history involving regular interaction with customers and/or colleagues, and major contribution to concurrent projects
- PREFERRED, BUT NOT REQUIRED: Experience hiring, recruiting, and/or supervising
- PREFERRED, BUT NOT REQUIRED: Experience working in an educational or other nonprofit institution, and/or in a role involving technology administration

### Skills and Personal Qualities:

- Excellent writing skills
- An ability to manage concurrent projects at different stages and different paces
- A we-can-do-it and I-will-get-it-done approach to goals, projects, and tasks
- An analytical mindset
- A proactive work ethic requiring minimal daily oversight
- A willingness to follow company methodologies, receive strategic advice, and embrace managerial feedback
- An ability to recognize situations that would benefit from adjustment to normal practices, and a deftness to articulate alternative courses of action when needed
- An adaptive communication style and an ability to make positive connections with a diverse set of clients and candidates
- An understanding that each client has different needs, preferences, and approaches to the same situation, and an eagerness to create customized solutions
- An ability to clearly and confidently provide updates, deliver presentations, and lead meetings—both to internal colleagues and external clients
- A commitment to detail, accuracy, organization, confidentiality, and ethics
- A proficiency with technology, particularly with productivity and collaboration environments such as Microsoft Office and G-Suite
- PREFERRED, BUT NOT REQUIRED: Familiarity with a CMS or database environment

# HOW TO APPLY

Please direct any inquiries to:

Micaela Andres  
Office Manager, Ed Tech Recruiting  
[jobs@edtechrecruiting.com](mailto:jobs@edtechrecruiting.com)

## APPLICATIONS WILL BE CONSIDERED THROUGH JUNE 10, 2019.

All applications must be submitted online, via:

[www.edtechrecruiting.com/jobs/ETR](http://www.edtechrecruiting.com/jobs/ETR)

Required application materials:

- Cover letter introducing yourself to the Ed Tech Recruiting hiring committee
- CV or résumé
- A list of four professional references—though we will not contact anyone without obtaining your permission first (For each reference, include the following information: name, current job and title, phone and email, and current / prior connection to you.)
- One-page PDF in response to the following prompt:

*Write a one-page opportunity statement (no images or graphics allowed) to hire the replacement for your high school principal.*

