



## The Opportunity

vChief is looking for a full-time Senior Recruitment Manager to join its Talent team to help inform and execute the vision and strategy of our recruitment program, systems, and processes. As a Senior Recruitment Manager, you will collaborate closely with our matching team to identify talent that meet our clients' needs and own aspects of our recruitment processes, working in partnership with other members of the Talent team. The position provides an exciting opportunity to gain insight into the fast-paced world of growing an organization that is fully remote and highly flexible, and help build upon vChief's early success to drive our business to the next level.

## Our Organization

Founded in 2016, vChief is a young, but established and successful company providing virtual chief of staff support to busy executives on a part-time or interim basis. We recruit, select and vet chief of staff consultants and match them with CEOs and other senior leaders who need a right-hand partner. Leaders opt into a monthly level of service to meet their needs, which is provided by one of our contracted chiefs of staff. These chiefs of staff will help CEOs take things off their plate so the CEO can focus their efforts where they will have the most impact. They do things like supporting a CEO's communications and meeting follow-up, managing projects, creating systems and processes to improve efficiency, planning meetings and events, hiring, budget development, and more. We've had great success with our clients to date, with 98% indicating they would recommend vChief to a friend or colleague. Now we are looking to share these services with more CEOs in more industries.

## Responsibilities

*Responsibilities include, but are not limited to:*

- In partnership with vChief's matching team and other members of the recruitment team, drive our matching process by reviewing matching requests and identifying potential chiefs within our roster that align to client specifications and ensure an efficient matching process; identify and execute on opportunities to improve all related processes
- Support the execution of our recruitment processes by conducting second round applicant screens and to identify strong potential chiefs
- In partnership with other members of the recruitment team and in consultation with the business development team, inform the vision and strategy for recruitment, source, and cultivate prospective applicants using a range of innovative sourcing strategies that build diverse pools of qualified talent
- Conduct data analysis to understand effectiveness of sourcing and overall pool quality, and make recommendations to refine sourcing strategies in relation to matching and staffing needs
- Make and implement recommendations to improve recruitment processes and strategies to screen applicants to continue fostering inclusive experiences and diverse pools
- Support with other Talent Acquisition duties as needed such as conducting reference checks, etc.

## Education and Experience

- Bachelor's degree preferred
- At least 5+ years of HR/recruitment experience strongly preferred
- Experience working with organizational systems (e.g. Excel, Google Drive, Copper) preferred



### **Knowledge, Skills, and Abilities**

- Commitment to achieving ambitious team goals
- Interested and comfortable working in rapidly growing, fast-paced startup environment
- Extremely strong organizational skills including detail-orientation
- Ability to prioritize and juggle multiple projects with accuracy and precision
- Passion for equity, inclusion, and diversity in the workplace with an interest in building a virtual, highly flexible workplace of the future
- Strong judgment and the ability to understand the motivations of others and make connections
- Strong written and oral communication skills
- Fluency in Microsoft Word, Excel, and Google Drive
- Comfort working with databases to analyze data and manage information
- You personally exemplify vChief's core values: excellence, integrity, and servant leadership

### **Compensation**

Compensation for this role is \$70,000-\$85,000 depending on experience. The Senior Manager will also be eligible for vChief benefits including a four day work week, a work from home stipend, reimbursement for healthcare premiums, unlimited vacation (with set minimums), retirement savings and more!

### **Anti-discrimination policy and commitment to diversity**

vChief seeks individuals of all ethnic and racial backgrounds to apply for this position; we are committed to maximizing the diversity of our organization.

This job description reflects vChief's assignment of essential functions and qualifications of the role. Nothing in this herein restricts management's right to assign, reassign, or eliminate duties and responsibilities to this role at any time.