
Position Profile

Executive Search Analyst



Executive Overview

Company: [FlemingMartin, LLC](#)
Position: Executive Search Analyst
Location: Open to Remote (*Offices in Northern, CA & Southern, CA*)

Recruiting the Best Executive Talent for our Clients

FlemingMartin, LLC is a boutique retained executive search firm with offices in Northern and Southern California. Our firm partners with Boards, Venture Capital Firms, and CEOs to build successful, execution-focused management teams within the Technology, Life Sciences / Digital Health, and Fintech industries. As trusted advisors and business partners, we enable our client companies to gain powerful, far-reaching, and lasting contributions from their executive-level human capital. Our team, with extensive retained search and leadership experience, holds close relationships with key executive talent in the marketplace and possess in-depth knowledge of current market conditions and pressing management issues.

[Leading companies](#) retain FlemingMartin to find the right executives to run their businesses. We place senior executives across a broad range of functional areas, including General Management, Operations, Finance, Sales, Human Resources, Information Technology, Clinical Development, and Product. Our skills are most useful when clients are preparing for change: exponential growth, management succession, transformational strategic initiatives, and top grading.



Presently, our firm is undergoing a period of growth itself and we are expanding our internal team to better serve our clients. The new Executive Search Analyst will work closely with the Managing Directors and Practice Leaders of our firm in the execution of retained searches. The hired individual will play a vital role in research activities, candidate assessment, client communication, interview coordination, and other endeavors critical to our business.

Ideal candidates will have at least five years of experience in recruiting, consulting, professional services, or in a line role for a leading operational company. Additionally, this individual must be a trustworthy and people-oriented high-achiever, someone with a track record of accomplishment who has a desire to grow professionally and personally as part of a strong team.

For the right person, this is more than a job. Simply put, it's a terrific opportunity to make a significant difference in the performance of leading client companies and in the lives of talented, influential executives.

About FlemingMartin

Success hinges on leadership. Nothing is more critical to a company than the people setting the strategy and executing the business plan. Our goal is to forge long-term relationships with business leaders in our community and to be a trusted resource for their executive search needs.

FlemingMartin was founded in 2011 with the mission to improve organizations by identifying, assessing, and attracting the right executive talent. In carrying out this mission, we have been guided by three core values: **Integrity, Customer Focus, and Partnership.**



For us, **integrity** means always doing the right thing and being fully accountable. We take the word we give and the promises we make very seriously. With service academy and military backgrounds, our co-founders Fleming Jones (West Point, U.S. Army) and Marty McMahon (Annapolis, U.S. Navy) bring a sense of duty and responsibility to our firm's work. At FlemingMartin, when we say we're going to do something, we do it. We treat people well and we don't play games (but we do have fun). We strive to work effectively and efficiently on every search, and we put in a ton of preparation. Although it's a cliché, failure is truly not an option for us.

Operating with a **customer focus** means never losing sight of what is in our clients' best interests. FlemingMartin was borne from the desire to create an executive search firm with a supreme focus on high quality execution. Since day one, we have aspired to give our clients a white glove experience. This commitment shines through in our detailed processes, hard work, and commitment to getting searches done right.

Our commitment to true **partnership** is defined by working together fluidly, as a cohesive team, and communicating with complete transparency. Successful executive search requires a deep understanding of the market along with a disciplined process to be executed diligently and quickly. On the front end of each search, we invest time to learn who our client is and what our client needs, meeting with key stakeholders, discovering the company culture for ourselves, understanding the values of the hiring team, and determining the strategic objectives of the business. On every engagement, we work in close collaboration with our clients, and we remain in continuous communication throughout each essential stage of the search.

While we take our work seriously at FlemingMartin, we try not to take ourselves too seriously. The name of the firm is comprised of our founders' first names and not their surnames for a reason; Fleming and Marty (Martin) are very approachable and leave their egos at the door. Through many [happy, repeat clients](#), we have established ourselves as connectors in the communities where we work. By sticking to our values and treating our clients and candidates with the utmost respect, we will continue to succeed and grow.

Our Team



Position Overview

The new Executive Search Analyst will work closely with the Managing Directors, Practice Leaders, Associates, and fellow Analysts in the execution of retained searches. This individual will play a vital role in research activities, candidate assessment, client communication, interview coordination and other endeavors essential to our business. The Managing Directors of FlemingMartin are committed to the success and career growth of all members of the team. Outstanding Analysts will be considered for promotion to the Executive Search Associate level, and to even more advanced positions, as they expand their personal business contacts, further their business development capabilities, and deepen their industry knowledge. There are also growth opportunities within our firm for a strong Analyst to ultimately



assume leadership roles in Research, Recruiting (both Internal and on behalf of Clients), Office Management, or a planned Corporate Transition/MBA Track.

Essential Responsibilities

The new Analyst will work very closely with the firm's Managing Directors and Practice Leaders to execute on retained searches, business development campaigns, and marketing projects. As a key member of the FlemingMartin team, the Executive Search Analyst will engage in market research and targeted recruiting to deliver extraordinary, white glove service to our clients. The Analyst will also play a critical role in identifying new ways to target and acquire clients, enhancing business development and marketing strategies plus promoting the FlemingMartin brand.

Specific tasks will depend on the individual search and project but typically include:

- Building Target Lists of companies and candidates
- Breaking down new industries, market segments, and competitive landscapes to better understand our clients
- Completing search status updates
- Documenting candidate qualifications and references
- Helping to write Position Profiles and Candidate Profiles
- Communicating with clients, key stakeholders, and referral sources
- Creating and developing marketing materials for new and ongoing business development programs and campaigns
- Building FlemingMartin brand recognition and credibility in the Corporate, Venture Capital, and Private Equity communities
- Assisting with other projects as needed

Primary Goals

Within the first three months in the position, the new Executive Search Analyst will be expected to focus on the following objectives:

- Establishing a reputation for intelligence, creativity and work ethic
- Successfully engaging on at least two active searches
- Developing a strong sense of whether she or he enjoys working within the executive search industry and at our firm

At the end of their first year, the successful Analyst will have accomplished the following goals:

- Demonstrating the ability to think strategically and speak intelligently and in detail about our clients across various industries
- Earning high marks in reviews from both clients and candidates
- Receiving positive, 360-degree reviews from within our firm
- Establishing a vision of the ideal career path s/he would like to pursue inside or outside of our firm

Candidate Requirements

Candidates for this position must have the knowledge, skill, and ability required to handle the duties and responsibilities outlined above. Additional professional and personal requirements include:

Professional Qualities & Experience

- Appropriate knowledge and understanding of the strategic issues driving and shaping business
- Ability to manage a demanding workload, balance multiple tasks and transition between projects while maintaining priorities
- Experience working successfully within a team-oriented yet competitive organization
- Personal and business maturity that leads to confident and rational business decisions
- Excellent communication (written, oral, interpersonal) skills
- Strong research ability; comfort with using online research tools, databases, etc.
- Ability and willingness to make numerous outreach and follow-up calls to companies and candidates
- BA or BS degree from a top undergraduate program along with a couple years of experience in search, consulting, professional services, or in a line role for a leading organization with a reputation for operational excellence

Personal Qualities

- Demonstrated ability to work in an environment where success will be achieved largely through working effectively with professionalism, a proactive approach, high integrity, reasoned and thoughtful judgment, a willingness to bring issues to light in an appropriate manner and a readiness to “roll up one’s sleeves”
- Insightful about people and organizations; able to engage with executives and understand, evaluate and articulate motivations and organizational dynamics
- Client-centric; willing and able to establish, build and sustain client relationships with genuine insight into client needs
- Desire to learn; intellectually curious and open to personal growth and professional development; a self-starter who is proactive and a creative problem solver
- Focused on results with a sense of urgency; able to get things done in a timely fashion with high standards of detail and quality
- Positive, upbeat and energetic; confident without having an arrogant attitude
- Team player; collaborative, supportive, trustworthy, accountable, generous; someone who enjoys helping and developing others
- Aptitude for recognizing potential business opportunities and developing new clients
- Having a sense of humor (while the mission of FlemingMartin is important and serious, the firm works hard to have fun too!)

Search Process

We look forward to discussing this opportunity with you on a confidential and preliminary basis. For additional information or to refer candidates for this role, please contact:

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