
Position Profile

Executive Search Associate



Executive Overview

Company: [FlemingMartin, LLC](#)
Position: Executive Search Associate
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 Associate 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 Associate will work closely with the Managing Directors, Practice Leaders, and fellow Associates 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 Associates will be considered for 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 Associate to assume leadership roles in Research, Recruiting (both Internal and on behalf of Clients), Office Management, or a planned Corporate Transition/MBA Track.

Essential Responsibilities

As a key member of the search execution team, the Associate will engage in market research, targeted recruiting, and candidate screening to deliver extraordinary, white glove service to our clients. Associates will partner with a Managing Director or Practice Leader on each search. Specific tasks will depend on the individual search but typically include:

- Building Target Lists of companies and candidates
- Calling and interacting with high-potential executive candidates
- Conducting candidate interviews
- Completing search status updates
- Documenting candidate qualifications and references
- Helping to write Position Profiles and Candidate Profiles
- Coordinating internal and external research resources
- Performing industry research
- Communicating with clients and key stakeholders
- Assisting with business development activities (marketing, events, etc.)

Primary Goals

During the new Executive Search Associate's first three months in the position, they will be expected to focus on the below objectives:

- Establishing a reputation for intelligence, creativity, and work ethic
- Successfully contributing to the completion of at least three active searches
- Developing a strong sense of whether they enjoy working within the executive search industry and at our firm

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

- Completion of 8 to 12 search assignments, working in collaboration with the Managing Directors and Practice Leaders
- Earning high marks in reviews from both clients and candidates
- Receiving positive, 360-degree reviews from within our firm
- Establishing a clearer vision of the ideal career path they 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 simultaneously, and toggle between projects and assignments smoothly within the workday
- Experience working successfully within a team-oriented yet competitive organization

- Familiarity with (or knowledge of) leadership advisory services; prior experience recruiting and building teams is strongly desired
- Personal and business maturity that leads to confident and rational business decisions
- Excellent communication (written, oral, interpersonal) skills
- Strong research ability; comfortability with using online research tools, databases, etc.
- Perseverance and willingness to make numerous initial outreaches and follow-up calls to companies and target executives
- BA or BS degree from a top undergraduate program plus three to five years of experience in search, consulting, professional services, or in a line role for a leading organization (with a reputation for operational excellence); MBA or relevant advanced degree is advantageous

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 individuals at senior executive levels 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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