

# RESEARCH ASSOCIATE

A Position Profile

[www.ssgsearch.com](http://www.ssgsearch.com)  
(610) 341-9020



# ABOUT SALVESON STETSON GROUP

**FORBES** Ranked **35<sup>th</sup>**

2021 Best Executive Recruiting Firms

**25+** Years of Experience

## MPI Family of Companies

salveson|stetson|Group

FurstGroup

NuBrickPartners

Hunt Scanlon|Media  
Leadership Intelligence

**TOP35**

2021 largest search Firms in the Americas

Members of



**33**

Countries

**50**

Offices

Salveson Stetson Group (SSG) is a multi-specialty, retained executive search firm located in suburban Philadelphia, Pennsylvania that delivers strategic, high-quality, responsive consulting and support for clients across the country and globally. Working across diverse industries SSG has a long history of conducting executive level human resources, clinical, scientific, finance, sales and marketing, and general management searches. With a team of 20 colleagues, necessary resources are dedicated for each assignment to exceed client expectations.

Salveson Stetson Group embodies a rare and powerful value for its clients in terms of client and candidate experience. As a firm led actively by its two principals, SSG delivers the kind of strategic, responsive consulting services expected from a large search firm with the tailored attention and support of a boutique firm.

As part of the MPI family of companies, SSG has access to talent, resources, and expertise on a national level through our sister companies – Furst Group and NuBrick Partners. Furst Group, a retained executive search firm, is focused on identifying senior level executives for the healthcare industry. NuBrick Partners, a leadership consulting firm focusing on executive team performance, strategic team development, board effectiveness, physician leadership and executive team succession across all industries.

Salveson Stetson Group is also a member of IIC Partners, one of the top ten retained executive search groups in the world, we have the ability to leverage collective networks and experience to identify a broader slate of global candidates to serve our clients more effectively.

## SUMMARY

The Research Associate at the Salveson Stetson Group will be a key member of one or more search teams, supporting Consultants/ Recruiters on specific assignments across functions and industries. This Associate will be critical to expediting the initial stage of the search process and will work with search teams to develop a strategy, conduct research to identify target companies and appropriate resources, and identify and verify contact information for sources and prospective candidates.

# RESPONSIBILITIES

- As part of a search team, assist Consultant/ Recruiter in developing a detailed strategy to identify target companies, sources and prospective candidates.
- Identify professional associations and other relevant resources.
- Conduct research on target companies.
- Identify appropriate potential candidates and sources and verify current employment and contact information.
- Partner with external resources, if necessary, for candidate identification.
- Post opportunities on relevant websites, as appropriate, and screen responses.
- Enter and update information on contacts in SSG's proprietary databases.
- Meet regularly with search team to review progress on an assignment.
- Act as a champion for and work on special projects resulting in consistent and correct data in our CRM.
- Work to build in-house knowledge management function for assigned industries or functions.



# QUALIFICATIONS

- Research experience in an executive search firm or fundraising environment highly preferred.
- Strong organizational capabilities and analytical skills.
- Proven ability to manage multiple priorities.
- Resourceful; possesses a high degree of curiosity; is a self-starter.
- Strong sense of urgency and follow-through skills.
- Ability to deal with ambiguity and change.
- Skilled at using technology including internet resources.
- An understanding of business and exposure to general business functions is ideal.
- Ability to function comfortably in a collaborative, team-oriented environment.
- Possesses a physical location with space for a PC and two monitors as well as the temperament and discipline to work independently in a remote location.

To learn more about this position, please contact:



**[Jennifer Prefontaine](#)**

[prefontaine@ssgsearch.com](mailto:prefontaine@ssgsearch.com)

