

CONFIDENTIAL

STOP SEARCHING START BUILDING



SENIOR ASSOCIATE

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POSITION DESCRIPTION



CLIENT: Toft Group
ROLE: Senior Associate
REPORTS TO: Robin Toft, CEO & Founder
LOCATION: Offices in San Francisco, San Diego, & Boston
WEBSITE: www.zrgpartners.com/about-zrg/toft-group/

■ SITUATION OVERVIEW:

Toft Group, a ZRG company, is seeking to hire a Senior Associate.

■ ABOUT TOFT GROUP:

Toft Group is a global executive search firm fully devoted to Life Sciences with a special focus on innovation-driven companies at the intersection of Biotech and High Tech. Our track record shows we quickly fill highly specialized leadership and Board roles with an incredible sense of cultural fit.



Toft Group Headquarters in San Francisco, CA.

Toft Group's targeted, accurate searches translate into exceptional return-on-investment for clients in all of the major US biotech hubs we serve. We know the Life Science and healthcare high tech talent pools like no one else and bring a unique understanding to the hiring needs for key management and Board roles – because we've been there ourselves.

The Life Science industry is always in motion, adapting to new technologies, government regulations, and pricing pressures. Toft Group navigates the fast-moving talent pool to build the strong, inspired, and diverse team you need to excel.

Toft Group was acquired/joined ZRG Partners in 2019.

■ ABOUT ZRG PARTNERS:

For more than 18 years, ZRG's data-driven approach to executive and professional search has been changing the way clients think about finding top talent. Today, ZRG is one of the fastest-growing firms in the search industry and provides a full suite of executive, middle management, project, and interim search solutions globally through its offices in North America, Europe, South America, and Asia. It's time to stop searching and start building with ZRG.



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■ POSITION, LOCATION, & SCOPE:

As a Senior Associate, this candidate will be responsible for search execution, supporting the Search Leader (Managing Director/VP/SVP) assigned to the search with all search-related activities, and serve as the primary candidate interface for select search assignments. They will be responsible for achieving annual goals for recruitment activities as determined by President and CEO of the Toft Group, Robin Toft.

■ SPECIFIC RESPONSIBILITIES:

Research:

- Attend kickoff meeting with the Search Leader to understand research priorities and firm requirements for the position. Finalize firm vs. “nice to have” requirements list with Search Leader.
- Identify top five competitor companies plus market challenges, market size, and new trends.
- Research and create target company environment from roughly 30 to 50 companies.
- Construct call list in Invenias by conducting research in Invenias, LinkedIn, and other available databases.
- Ongoing novel name generation using all available tools throughout search.

Search Setup/Initiation:

- Request, review, and understand specific interview questions from Search Leader prior to search.
- Create initial draft of email and seek edits from Search Leader prior to initiating campaign.
- Compile and review research list with Search Leader. Ask Search Leader who they would like to call directly.
- Send email campaign to top 50 candidates.

Recruitment:

- Serve as Recruiter of Record for select search assignments as assigned.
- Interview candidates and record detailed notes as Interview Genie in Invenias.
- File all candidates’ resumes (Word document, not PDF) in Invenias.
- Record candidates’ categories and compensation information in Invenias.
- Record Instant Status and notes. Copying “for client” notes provided by Search Leader into Invenias.
- Attend client calls as necessary throughout the search.

Candidate Communications & Scheduling:

- Share candidate interface with Search Leader.



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- Responsible for initial engagement of candidates, conducting screening interviews, setting up meetings with Search Leader, and scheduling.
- Note that candidate scheduling with client may be delegated appropriately to administrative resource if available, although Search Consultant will have absolute responsibility to ensure it is completed.
- Feed exciting news updates to candidates throughout the search, keeping them apprised of timing issues with scheduling, etc.
- Schedule interview preparation call with candidate in advance of client interviews.

Client Communications:

- Draft candidate submissions, initial communications, and bi-weekly reports for Search Leader's review and final edits.

Search Leader Communications:

- Proactively create "pros and cons" list for each slate and review with Search Leader in advance of scheduled client calls.
- Think critically about the search, summarizing challenges and "landscape view" of search for Search Leader while proposing how to potentially solve them. Be ready to discuss in advance of scheduled client calls as invited.

Offer through Placement:

- Request signature for reference/background verification release form and secure reference list.
- Review Reference Report with Search Leader to ensure questions are pertinent.
- Participate in offer guidance discussion, prepare offer guidance template, and send to Search Leader for approval.
- Conduct reference checks and request background verification at appropriate time. Save finalized documents in Invenias.
- Close out search in Invenias, ensuring appropriate documents are on file.
- Notify candidates when the role has been filled.
- Send candidate congratulatory email with onboarding information.
- Schedule 90 day/six month/nine month/one year calls with candidate.

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■ POSITION REQUIREMENTS & EXPERIENCE:

- BA/BS degree required, ideally in Life Sciences, business, or a related field.
- Three-plus years of recruiting experience within executive search or HR talent organization.
- Team player; highly collaborative with peers and colleagues.
- Exceptionally strong, executive-level written and oral communication skills.
- Proven negotiation and project management skills with the ability to manage and prioritize multiple projects simultaneously.
- Demonstrated ability to build and maintain relationships, both internally and externally.
- Flexible, creative, and able to work in a non-structured developing work environment.
- Demonstrated capacity to think “outside the box” and communicate and motivate others on the company’s programs and new ideas.
- Advanced skills in internet search engines and Microsoft Office Suite, specifically Excel, Word, and PowerPoint.
- Experience with contact management database programs such as Invenias or other executive search software; Invenias, Bullhorn, Salesforce.com, etc. strongly preferred.

■ PERSONAL CHARACTERISTICS & CULTURAL FIT:

- Goal oriented and self-motivated.
- Superior work ethic and appropriate sense of urgency.
- Entrepreneurial spirit with the ability to thrive in a dynamic, fast-paced environment.
- High energy; enthusiastic about the work that you do each day.
- Passionate about the healthcare sector with a strong commitment to building and nurturing strong relationships in the market.

■ TOFT GROUP CONTACTS:



Robin Toft | Chairman & Founder

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Robin Toft is the CEO and Founder of Toft Group Executive Search, where she combines a deep inside knowledge of the life science industry with a passion for building game-changing management teams. In over a decade in the executive search industry, Robin has placed members of boards of directors, CEOs, COOs, CFOs, CCOs, CMOs, CTOs and other senior management positions in North American companies in biotechnology, pharmaceuticals, diagnostics, medical devices, life science tools and digital health. A champion of diverse executive teams, Robin has built a



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reputation for recruiting women and minorities into top roles and helping the life science industry overcome unconscious bias in hiring. Robin is the author of the book “WE CAN, the Executive Woman’s Guide to Career Advancement” (available through www.RobinToft.com), and leads Toft Group’s WE CAN™ movement to expand networking and learning opportunities for female executives nationwide. [Link to complete bio for Robin Toft.](#)

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