



BOARDMATCH PREMIUM SEARCH MANAGER

(FULL-TIME - CURRENTLY REMOTE BASED)

ABOUT BOARDMATCH

Boardmatch is the leading charity in Ireland working to promote and develop stronger non-profit and charity boards through board recruitment. It provides a free online matching service, an interactive website allowing individuals and boards seeking new directors to find each other. Every year Boardmatch places over 300 new Board members onto charity and non-profit boards.

In addition to this free service, Boardmatch offers a managed Board search service for non-profits, the Premium Search.

THE ROLE

Reporting to the CEO, the Boardmatch Premium Search Manager will work directly with Not-for-profits & Charities to ensure they have a transparent and professional board recruitment process. The Premium Search Manager works directly with all not for profits accessing the service, understands their board recruitment needs, assists their recruitment process, research suitable candidates to fill the identified skills gap and provides the expertise/knowledge the organisation needs to ensure a smooth recruitment process. He/she will be experienced at working with individuals from all backgrounds and must have a thorough and in-depth knowledge of the charity and not for profit sector. A background in human resources or recruitment would be an advantage.

Our ideal candidate for this role will be self-motivated and able to manage his/her time effectively to provide a high level of service to clients of the service. He/she will also have the initiative to build upon the existing service, market it and grow it. The person must have excellent organisational and relationship management skills. Business development skills would also be an advantage.

RESPONSIBILITIES:

OVERALL

- Be the key point of contact for all Premium Searches.
- Grow and market Boardmatch's Premium Search service to the not for profit and charity sector.
- Manage existing relationships with not for profits and charities to ensure a continued excellent service.
- Detailed research and planning to identify potential candidates for the recruitment process from first discussion to confirmed appointment.
- Research, identify and approach new not for profits & charities who may be interested in taking part in the Premium Search.



- Work closely with the Boardmatch team to ensure co-ordination across all services and to identify new opportunities.
- Work closely with the CEO to agree annual targets for the service.
- Provide regular reporting and deliverables to the CEO
- Keep timely and accurate records and record all interactions on Boardmatch's Salesforce CRM.

SKILLS AND QUALITIES REQUIRED:

ESSENTIAL

- In depth understanding of the not-for-profit sector in Ireland
- An understanding of the role of a non-Executive Trustee in the charity sector
- Minimum of 3 years' experience in a human resources, recruitment or senior management role.
- Track record of delivering new business.
- Proven ability to partner, lead and drive initiatives within the service
- The ability to engage with and relate to people from all different backgrounds.
- Educated to degree level
- Excellent oral, written and interpersonal communication skills and demonstrated ability to work at the most senior levels
- Strong track record of stakeholder management
- Highly numerate and experience of working with CRM software
- Strong project management and organisational skills
- Track record of achieving targets and meeting KPI's

PERSON SPECIFICATION

- An outgoing and confident personality, with a can-do attitude
- Self-motivated, innovative, creative and enthusiastic
- Highest levels of professionalism
- A people person who can build trust with both individuals and organisations of all sizes
- A team player with an open and flexible attitude
- Ability to work on one's own initiative

Salary: €36,300

Closing Date for Applications: 28th September at 5pm.

Please send Cover Letter and CV to hello@boardmatch.ie