

DIRECTOR OF RECRUITMENT



Description

With direction from a higher-level recruiting role or Managing Partner/Managing Director/Chief Development Officer, this role is responsible for district network office recruitment and selection efforts. This part-time (20-25 hours/week) role will execute office recruiting plans to reach activity and full-time contract goals. Their primary responsibility in the office is to build high-level quality relationships in the community (Grand Haven/Muskegon/Holland) and to promote the Northwestern Mutual career, generate referrals and develop centers of influence (COIs).

Primary Responsibilities

Sourcing & Selection

- Build and develop effective referral sources with FRs/staff, develop productive centers of influence (COIs), and develop qualified lead strategies from a variety of sources (i.e., referrals, COIs, advertising, career fairs, social media, etc.)
- Actively participate in community clubs and organizations to promote Northwestern Mutual
- Coordinate advertising and marketing strategies to include ads, direct mail, community events, etc.
- Develop relationships with other Northwestern Mutual recruiters to share leads and best practices
- Specific selection process accountability to include but not limited to screening candidates, conducting initial and possible subsequent interviews, administering selection tools and guiding candidates through the selection process
- Review resumes and schedule initial interviews
- Effectively communicate with candidate

Accountability, Tracking and Analysis

- Report weekly recruiting activity to leadership team
- Develop proficiency and use of home office-supported software to maintain candidate database and accurate records of prospects to ensure efficiency of the selection process
- Assist in the coordination of leadership team meetings and the preparation of activity/results reports
- Analyze recruiting ratios to identify inefficiencies in selection process; establish and implement improvements
- May include the oversight of contract and licensing responsibilities

Qualifications

- Bachelor's degree preferred
- One to three years professional work experience, preferably in sales, recruiting or the financial services industry
- Demonstrated ability to work professionally as a team member and with all levels of people
- Experience with prospecting; generating leads via phone or face-to-face interactions preferred
- Strong personal network and/or community involvement to leverage from a recruiting perspective

Competencies

Action Oriented: Enjoys working hard; is action oriented and full of energy for the things he/she sees is challenging; not fearful of acting with a minimum of planning; seizes more opportunities than others

Drive for Results: Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results

Interpersonal Savvy: Relates well to all kinds of people, up, down and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably

Listening: Practices attentive and active listening; has the patience to hear people out; can accurately restate the opinions of others even when he/she disagrees

Priority Setting: Spends his/her time and the time of others on what's important; quickly zeros in on the critical few and puts the trivial many aside; can quickly sense what will help or hinder accomplishing a goal; eliminates roadblocks; creates focus