



Summit Search Solutions is a boutique executive search firm serving the unique needs of the higher education and nonprofit sectors

Position Profile  
**Executive Search Consultant**  
October 2019





# INTRODUCTION

**Summit Search Solutions, Inc.** is seeking a professional with executive academic leadership experience (provost or vice president of academic affairs) to join our team as an **Executive Search Consultant** beginning summer 2020. The Search Consultant will lead searches and will act as the key project manager for typically two to four searches at any given time. This individual will work from a home office and travel as needed to support projects. The position has the flexibility to be part-time or full-time based on the preference of the consultant and work volume. This position is ideal for a late-career academic leader who is seeking a career change, but who still wants to positively impact the future of higher education.

## ABOUT SUMMIT SEARCH SOLUTIONS, INC.

Summit is a national, boutique executive search firm that specializes in the higher education and nonprofit sectors. With specialized experience in higher education since 2001, our consultants have partnered with hundreds of institutions and organizations nationwide to identify and recruit top talent.

- Incorporated in 2009, Summit's leadership has search experience that dates to 1998 with specialization in higher education since 2001.
- The company is based in Asheville, North Carolina with search consultants based in California, Kansas, New York, North Carolina, and Oregon.
- Summit is a certified woman/minority-owned small business in several states.
- Clients include top-tier research universities, foundations, public colleges and universities, independent colleges, associations, membership organizations, and school districts. [Click here to see the full client list.](#)
- A high value is placed on collaboration, forthrightness, transparency, and 110% effort!
- Summit offers [unique tiered service models](#) that enable clients to select the model that aligns with their needs and budgets most closely.
- Higher education searches include president, provost, vice presidents in all disciplines (academic affairs, finance, administration, enrollment, institutional advancement, student affairs, legal, IT, HR, diversity), academic deans, department chairs/program directors, directors, specialized faculty/researchers, etc.
- Summit's placement statistics demonstrate an impressive diversity in our candidate slates as well as a strong record of diversity placements. We create sourcing plans that include proactive diversity outreach strategies, tracking our progress and sharing it with clients. From January 2017 to present, we have placed 94 individuals – 49% female; 35% people of color.

## OUR PHILOSOPHY



Founder and president, Carrie Coward, established Summit's distinctive approach that combines *passion, process, and precision* to achieve extraordinary outcomes for clients. Our *passion* is evident in the ways we interact with customers and candidates, providing unparalleled service and building meaningful, collaborative, long-term relationships. We harness that passion by following a proven *process* that includes developing and implementing tailored recruitment strategies for each unique search. And, in all we do, we focus on meeting each client's objectives with great *precision*—a standard that has fueled an exceptional returning-client rate.

To learn more about Summit, click on the following or check us out at [www.summitsearchsolutions.com](http://www.summitsearchsolutions.com):

- ✓ [Offering Unique Tiered Service Models...](#)
- ✓ [Boutique Level of Service & Attention...](#)
- ✓ [Unsurpassed Candidate Outreach...](#)

# OUR CLIENTS

Summit is a boutique firm by choice. We take pride in providing our clients with unsurpassed service and we purposely limit our project load to maintain our high standards of time and attention. Each search is serviced by a small, dedicated team that is actively involved from start to finish and able to set and meet aggressive timelines and deliverables. Our high rate of repeat business is the best testimonial to the fact that we provide exceptional service and are seen as valued partners by our clients. Below is a sampling of our clientele. Some of these clients utilize Summit for multiple searches each year. [Click here](#) to view a full list of our clients.

## Public Colleges and Universities:

Boise State University  
Chadron State College  
Cincinnati State Technical Community College  
College of Western Idaho  
Florida Polytechnic University  
Idaho State University  
Mt. Hood Community College  
New College of Florida  
Northeastern University  
Northern Illinois University  
Oregon Health & Science University  
Peru State College  
Portland Community College  
Portland State University  
Saginaw Valley State University  
South Dakota State University  
Southern Oregon University  
State College of Florida  
University of Arizona  
University of North Dakota  
University of Utah  
University of Virginia  
University of Wyoming  
Washington State University  
Wayne State College

## Nonprofit Organizations:

Association for Computing Machinery  
Center for Minorities and People with Disabilities in IT  
Charity Navigator  
Computer Science Teachers Association  
Council on Chiropractic Education  
John D. and Catherine T. MacArthur Foundation  
Lake Erie Regional Health System  
North Carolina Outward Bound School  
OhioNET Library Consortium  
Orbis Cascade Alliance  
Rotary International  
W.K. Kellogg Foundation

## Private Colleges and Universities:

Adler University  
Boston College  
Chaminade University of Honolulu  
Chicago School of Professional Psychology  
Davidson College  
Elizabethtown College  
Fielding Graduate University  
Fontbonne University  
Hazelden Betty Ford Graduate School of Addiction Studies  
Kendall College  
Le Moyne College  
Lesley University  
Lewis and Clark College  
Life Chiropractic College West  
Logan University  
Maryland Institute College of Art  
Merrimack College  
National Louis University  
New York Chiropractic College  
Pacific Oaks College  
Saybrook University  
Southern California University of Health Sciences  
Southwest College of Naturopathic Medicine & Health Sciences  
TCS Education System  
University of Bridgeport  
University of Denver  
University of Redlands  
University of Sciences of Philadelphia  
University of the Pacific  
University of Western States  
Warren Wilson College  
Wheaton College  
Willamette University

# THE OPPORTUNITY

The Search Consultant will receive initial and ongoing training (provided by the Summit team) on Summit's framework, processes, tools, and infrastructure - with the goal of effectively leading and managing searches.

- The role is well supported by an involved president and a dedicated team of experienced researchers and recruiters. Summit team support is paid by Summit and includes a dedicated recruiter to aid in research, outreach, and sourcing for each search. Summit has a large existing database and does primary research for every project. The resources provided are extensive and constantly updated and improved.
- Once established, the Search Consultant will engage in all [stages of the search process](#) and will be expected to be present on-campus at various stages in the process, depending on the nature and complexity of the search.
- Assist in responding to RFP's for searches.
- Treat clients and candidates in a professional, open, and respectful manner.

## KEY REQUIREMENTS AND SKILLS

- Earned doctorate from an accredited institution;
- Hands-on experience in academic leadership;
- Experience having led or participated in multiple executive searches and have a solid understanding of the processes and cadence of a search;
- Managing projects and timelines;
- Organizing and coordinating;
- Listening/confirming understanding;
- Synthesizing information to share in varied formats with multiple stakeholder groups;
- Facilitation of meetings;
- Interviewing and assessing the accomplishments, credibility, and organizational fit of prospective candidates;
- Conducting and documenting reference discussions;
- Gentle strength - openness to feedback; willingness to give honest feedback;
- Writing and proofreading;
- Follow through and proactive communication;
- Eagerness to support and promote diversity of thought and diverse candidate slates;
- A balance between assertiveness and deference to the client;
- Comfortable with fluctuations in workflow/workload;
- Willingness to offer and support flexible search models to clients (getting away from a one-size-fits-all mentality when it comes to offering services);
- Ability to travel to client sites as needed to support the search process.

## COMPENSATION

- Compensation is a generous percentage of the project fee for each search.
- Summit has a Simple IRA plan with a company match. Details can be discussed with interested parties.



#### WHY CONSIDER THE OPPORTUNITY:

- Summit's reputation, organic growth, stability, and philosophy;
- Work that is stimulating, varied, challenging, rewarding, and fun;
- High team morale and supportive culture;
- Deep respect and adherence to principles that support work-life balance;
- Home-office based job;
- Unparalleled support provided by Summit team in the areas of systems, creation of marketing and collateral materials, candidate identification research, candidate outreach, and data analysis and reporting;
- Continuing to contribute to the future of higher education in a unique and flexible setting.

Summit is proud of our record of diverse candidate slates and diverse placements; we take this work very seriously. Our current team is 20% ethnically diverse. Diverse applicants are encouraged to consider this role.

#### FOR MORE INFORMATION OR TO MAKE RECOMMENDATIONS CONTACT:

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All information will be held in confidence.

See Summit's website <https://www.summitsearchsolutions.com> for further detail.