

Search Associate

Remote/Hybrid – based in Chicago, IL

About Maneva Group

Maneva Group is a women- and minority-owned national executive search firm that partners with mission-driven organizations to place bold, values-aligned leaders. We are committed to advancing meaningful change and positive impact through every engagement, championing leadership that inspires progress and empowers organizations to thrive.

Our clients include renowned national nonprofits, cultural institutions, community development organizations, education leaders, civic movements, and foundations. From fighting human trafficking to rebuilding Black Wall Street to elevating mental health services, we are proud to support transformative leadership in the sectors that shape society. Our firm is growing quickly, and we're building a collaborative, creative team committed to excellence and integrity.

For more information, please visit manevagroup.com.

About the Role:

The Search Associate plays a critical role in the execution of our searches, providing operational and strategic support to ensure an outstanding experience for clients and candidates alike. This is a dynamic and fast-paced role for someone who thrives in a detail-oriented environment, enjoys making connections across sectors, and brings a strong sense of ownership and curiosity to their work.

As a Search Associate, you will work closely with Partners and Project Leads across multiple searches. You'll be responsible for providing administrative and business development support and ensuring the process runs smoothly, from coordinating candidate interviews and preparing briefing materials to verifying candidates' background and supporting client communications. You'll also help shape the candidate and client experience by co-creating beautifully designed position profiles, thoughtful interview books, and timely updates.

This is an exciting opportunity to join a growing firm and work at the intersection of leadership, equity, and impact. This role offers a front-row seat to the inner workings of executive search while allowing you to grow your skills in business development, strategy, and client engagement.

Key Responsibilities

- **Candidate Experience & Coordination:** Ensure candidates are well-informed and supported throughout the process; coordinate interviews and schedules with care and professionalism; conduct online presence checks and prepare candidate summaries.
- **Document Development & Design:** Draft and design materials that tell a compelling story - this includes Position Profiles, position announcements, Interview Books, client reports, and candidate briefing documents.

- **Client & Team Support:** Manage calendars, coordinate client meetings, and prepare materials in advance; support (bi)weekly updates and ongoing communications with professionalism and clarity.
- **Marketing & Business Development:** Support proposal development, identify new business opportunities, and provide a second eye for proofreading and editing client-facing materials.

Leadership Style & Personal Characteristics

The ideal candidate embodies both heart and hustle, bringing a blend of administrative strength, strong interpersonal skills, and alignment with Maneva's values. While no single candidate will bring every competency, strong candidates will see themselves reflected in the following characteristics:

- **Entrepreneurial and Service-Oriented:** You take initiative, spot opportunities, and think creatively; all while leading with a genuine desire to help clients, candidates, and teammates succeed.
- **Detail-Oriented and Organized:** You have a sharp eye for details and are energized by juggling multiple tasks, timelines, and deliverables across several projects.
- **Clear Communicator:** You write and speak with clarity, professionalism, and warmth, and can adapt your tone for different audiences.
- **Technology Forward:** You're comfortable exploring and adopting emerging tools, including AI, to work smarter and more efficiently, and you adapt quickly as technology evolves.
- **Collaborative and Kind:** You enjoy working on a team, are open to feedback, and bring a generous spirit to your work and relationships.
- **Curious and Resourceful:** You're a natural researcher and a problem-solver. You enjoy figuring things out, making connections, and learning about different sectors and organizations.
- **Mission-Aligned:** You care deeply about social impact, positive change, equity, and are excited to support organizations and communities working to uplift people and empower progress.
- **Design-Savvy (a plus):** You don't need to be a graphic designer, but if you have an eye for layout, aesthetics, or familiarity with tools like Canva or Adobe, that's a bonus.

Why Join Maneva?

At Maneva, we believe in the power of leadership to spark innovation, drive change, and make the world a better place. Our name, Maneva, comes from the combination of two Sanskrit words: "**Mānav**" meaning mankind, & "**Sevā**" meaning service. We are driven by the ideal of our name - service to humanity.

You'll join a firm that is entrepreneurial in spirit, deeply values-driven, and rooted in strong relationships. We offer a unique opportunity to:

- **Make a Difference:** Every search we lead is about impact. You'll help organizations that are creating positive change find the right leader at pivotal moments in their evolution - leaders who reflect and serve their communities.
- **Grow with Intention:** As a growing firm, we invest in the development of our team. You'll gain hands-on experience across all aspects of executive search, with opportunities to grow your skills in research, strategy, storytelling, and client service.
- **Work Flexibly:** We're a remote-first team that values flexibility and trust. We care about outcomes and collaboration, not where you work from.

- **Be Part of a Team That Cares:** We are kind, high-performing, and mission-aligned. We challenge each other to do great work while supporting one another along the way. And we bring joy to the work - we laugh often, celebrate wins big and small, and genuinely enjoy working together.

Compensation and Benefits

Salary is based on a variety of factors including, but not limited to, skill set level and years of previous/applicable experience. Maneva offers a competitive salary range of \$55,000- \$65,000 along with a comprehensive benefits package designed to support the well-being of our team. Benefits include medical, dental, and vision insurance; 401K; and paid time off policies.

This is a remote/hybrid role with office space downtown Chicago at [Impact House](#) at 200 W. Madison.

How to Express Interest

To express your interest and explore this opportunity, please submit your resume and cover letter to this [application link](#).

All inquiries and discussions will be handled with the utmost confidentiality. This position is available immediately, and applications will be reviewed on a rolling basis until the role is filled.

Thank you!