
*Leading the investment profession globally by setting the highest standards
of ethics, education, and professional excellence.*

As the global membership organization that awards the CFA® and CIPM® designations, we are constantly evolving to provide innovative and leading-edge ideas and services to our constituents.

With a membership of more than 100,000, CFA Institute has 135 Member Societies and Chapters in 58 nations around the world. The CFA Institute staff consists of 400 employees and is comprised of the following divisions: Education; Strategic Products and Technology; Stakeholder Services, Marketing and Communications; and Standards and Financial Market Integrity – and is supported by: Finance and Corporate Support; Human Resources; and the Office of General Counsel.

Continued growth in CFA Institute membership and the CFA and CIPM Programs has led to corresponding opportunities for qualified professionals who wish to be part of this dynamic and growing organization.

SENIOR CONTRACT RECRUITER

Job Description

- Manage the recruitment lifecycle, particularly the sourcing and closing of professional level candidates in various business units and global markets
- Provide guidance and direction around best practices in global recruiting
- Respond to shifting priorities and tasks and follow through on projects
- Create targeted recruiting strategies to align with the overall business strategies

This is anticipated to be a 3 to 6 month assignment, most likely closer to 6 months.

Skills

- BA degree with minimum 5-7 years experience as a recruiter in a fast- paced corporate environment
- Proven project management and account management skills
- Client relationship building, critical thinking, and verbal/written communication skills
- Proven experience in a variety of sourcing methodologies
- Previous recruiting experience in multiple areas within a corporation
- Ability to meet goals with minimal supervision and good business sense are key to success in this role

Please respond by sending a resume with cover letter and salary requirements via e-mail to hr@cfainstitute.org.

EOE
