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Consultant Engagement Manager

Position Overview

The Consultant Engagement Manager plays a critical role in building and maintaining strong candidate relationships while ensuring a seamless and efficient hiring process. This position is responsible for managing key aspects of the candidate lifecycle, with a focus on proactive pipeline engagement, initial job outreach, and job placement coordination. By maintaining accurate documentation in the applicant tracking system (ATS) and collaborating with internal teams, the Consultant Engagement Manager helps optimize the recruitment process and enhance the candidate's experience.

As a key member of the Consultant Engagement team, this role fosters a positive, collaborative work environment and contributes to Evergreen's culture of belonging—ensuring every candidate and team member feels valued and supported. The Consultant Engagement Manager embodies Evergreen's core values: Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, and Innovate.

The Consultant Engagement Manager is a member of Evergreen's Consultant Engagement vertical and reports to the Director of Consultant Engagement. Work can be done either in-person in our Middleton, WI office, fully remote, or hybrid.

Essential Functions

Candidate and Pipeline Management:

- Support the identification and engagement of potential candidates through ongoing pipeline maintenance.
- Conduct job-specific sourcing leveraging LinkedIn Recruiter to attract top-quality talent
- Maintain ongoing candidate connections, ensuring engagement every 2-3 weeks until candidate is placed on a project.
- Proactively re-engage past candidates for new opportunities.
- Proactively reconnect with candidates with a date available within 60 days to ensure that candidate is reengaged with Evergreen and ready to submit for new roles.
- Assist with resume prioritization, focusing on updates and full conversions of high-priority candidates.

Job Outreach

- Collaborate with CEDs to create short lists for open jobs
- Execute initial outreach to candidates regarding job openings.
- Communicate job details via email to candidates who express interest.
- Create and manage high-priority resume tasks for interested candidates.
- Prepare and fulfill administrative tasks such as preparing VMS candidate cover letters, prepping candidate submission bullets, supporting with submission and verbal offer workflows

Job Placement

Hiring organization

Evergreen Healthcare Partners

Job Location

6720 Frank Lloyd Wright Ave, Suite
200, 53562, Middleton, WI, USA
Remote work possible

For all candidates and currently placed consultants, the Consultant Engagement Manager will:

- Send “You’ve Been Submitted” confirmation emails or texts to candidates.
- Conduct weekly follow-ups on job submissions via email and text.
- Coordinate interview scheduling and provide interview preparation emails.
- Send interview reminder texts to candidates.
- Notify all submitted candidates when a job opportunity has closed.
- Schedule and conduct pre-start calls to ensure a smooth transition into new roles.

General:

- Uphold Evergreen’s mission (Create authentic partnerships that improve healthcare) and values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, Innovate).
- Cultivate meaningful relationships across Evergreen.
- Embrace radical candor by developing relationships across Evergreen and providing direct feedback and recognition at all levels.
- Communicate in meetings, one-on-ones, and daily interactions with clarity, purpose, and respect for the individuals involved in the discussion.
- Participate in cross-functional projects.
- Coordinate and support company-wide programs and special projects.
- Assist and back up other colleagues when necessary.
- Embrace change as Evergreen scales systems and processes.
- Attend Evergreen’s in-person annual retreat one time per year.

Qualifications

- One or more years of customer service or human resources experience
- Proficient with Microsoft 365 and similar software.
- Strong interpersonal skills, with a focus on professionalism and customer service.
- Effective at building relationships and fostering a collaborative work environment.
- Detail-oriented with strong time management and organizational abilities.
- Ability to manage multiple tasks and meet deadlines.
- Thrives in a fast-paced, dynamic environment.

Preferred Qualifications

- Prior experience working in healthcare or talent acquisition

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Salary Range

\$ 53,700 - \$ 76,200 , depending on experience, in addition to bonus eligibility and a comprehensive benefits package.

Work Hours + Travel Requirements

Evergreen’s core working hours are 9am – 5pm Central Time, and most of our internal meetings take place during this window. Flexible schedule available in consultation with management. Occasional domestic travel up to 5%. If remote,

travel might include annual visit to Evergreen's headquarters in Middleton, Wisconsin.

Physical Demands

Prolonged periods sitting at a desk and working on a computer. Must be able to lift up to 15 pounds at a time.

Work Authorization Requirements

Evergreen is interested in every qualified candidate who is eligible to work in the United States. However, we are currently unable to sponsor work visas. At this time, candidates must reside in the U.S. to be eligible to work at Evergreen Healthcare Partners.