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## Consultant Engagement Manager

### Position Overview

The Consultant Engagement Manager is responsible for supporting the recruitment, engagement, and management of Evergreen's consulting partners. This role works closely with the Consultant Engagement Directors and Consultant Engagement Specialists team members to ensure candidates and consultants are effectively supported throughout the candidate lifecycle and potential engagement with Evergreen. The Consultant Engagement Manager also plays a key role in maintaining relationships with Evergreen consultants and contributing to a positive and collaborative work environment with home office and engagement team members. The role involves managing various aspects of candidate and consultant interactions, as well as assisting in the implementation of engagement strategies.

The Consultant Engagement Manager actively contributes to our culture of belonging, where everyone feels welcome and supported. In addition, this person embraces Evergreen's goal of being the "Best Place to Work" through building relationships, working collaboratively, and embodying our company's values (Care Personally, Extend Grace, Be Responsive, Take Ownership, Be Transparent, 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 Recruiting Management:

- Support the identification and engagement of potential candidates through pipeline maintenance and job-specific sourcing.
- Assist with resume prioritization, focusing on updates and full conversions of high-priority candidates.
- Coordinate job-specific outreach and follow-up communications, including job submission updates and interview preparation
- Prepare and fulfill administrative tasks such as preparing VMS candidate cover letters, prepping candidate submission bullets, supporting with submission and verbal offer workflows
- Collaborate with CEDs to create short lists for select jobs and assist with reconnection efforts and candidate pipeline maintenance

#### Consultant Management:

- Schedule and attend pre-start and project start calls for select consultants.
- Lead interim check-ins for select consultants and provide ongoing support to ensure consultants are aligned with project goals.
- Manage consultant documentation and profiles in the application tracking

### Hiring organization

Evergreen Healthcare Partners

### Job Location

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

system.

- Oversee consultant experience initiatives, including gifts and spotlight outreach.
- Support with administrative tasks related to Evergreen's consultant professional development program

#### **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.