

**Recruiter- Cambridge, MA**

**FrontStream** is seeking a **Recruiter** to join our HR team. This position will be based in our **Cambridge, MA** office and reports to the VP of Human Resources.

**Company Overview:**

FrontStream is the industry leading organization of SaaS fundraising solutions for nonprofits. We provide an integrated, enterprise-wide fundraising platform for all your fundraising, auction, donor management, corporate social responsibility (CSR), and payment processing needs via our leading social innovation products. Our team is collaborative, enthusiastic, and delivers on our promises.

Over 10,000 nonprofit and corporate customers use our Intelligent Engagement Platform. We have been serving the nonprofit sector for more than a decade, and we love what we do!

**Position Overview:**

The Recruiter will work with our hiring managers across the company to facilitate recruitment needs for all open positions. While recruitment is the primary focus, this role will be involved with other HR generalist activities over time.

**Responsibilities Include:**

- Manage the front-end recruitment process by working with hiring managers to develop and execute recruiting plans to attract top talent for our multi-site company
- Assist with the creation of descriptions and job postings
- Post open positions on various job boards, professional organizations, social media platforms, and other position appropriate venues
- Review resumes and conduct pre-screen phone interviews if requirements are met
- Schedule secondary phone interviews and face to face interviews with hiring managers
- Develop a pool of qualified candidates and maintain candidate pipeline
- Research and recommend new sources for active and passive candidate recruiting
- Track and report key metrics to measure and predict staffing trends
- Keep hiring managers on task to interview candidates and fill open positions timely

**Desired Skills:**

- Bachelor's degree in communication, human resources, or related subject preferred
- 2-5 years of recruitment experience, including experience with various recruitment job boards
- Ability to provide reliable and consistent deliverables on open positions
- Ability to manage workloads independently and work in dynamic fast paced environment

- Effective verbal and written communication skills
- Experience with data analysis and Microsoft Excel or comparable spreadsheet or database tools greatly preferred

The company is headquartered in Reston, VA with offices in Cambridge, MA, Lancaster, PA, Toronto, ON and West Melbourne, VIC, Australia.

Interested candidates should send resume, references and salary history to: [careers@frontstream.com](mailto:careers@frontstream.com) with "**Recruiter- CAM**" in the subject line. No phone calls please.

FrontStream is an equal opportunity employer. The successful applicant will have proven eligibility to work in the United States.