**TAILORED TALENT FOR INTERNATIONAL DEVELOPMENT SUCCESS**

HEAD GLOBAL

## Overview | Our Services

At Head Global, we provide high-quality, carefully customized recruitment and business development services to our international development clients around the world. We find talent specifically tailored to your organization's unique needs so that you can deliver the best development services for your stakeholders globally. Since 2016, Head Global has provided recruitment and business development services to more than 30 international development partners, and worked in more than 60 countries across all continents and in all international development technical sectors. We are not an app, a fundraising tool, nor a body shop. Here at Head Global, we proudly focus on the personal element, making sure that the people we propose are the best fit for our client. We work with carefully selected top talent because we know your international development growth, operations, and longevity ultimately rely on your ability to attract, retain, and develop the right people.

***Head Global provides high-quality, carefully customized recruitment and business development services to international development clients around the world.***

Our recruitment services include full-cycle proposal recruitment of expatriate and local candidates, home office recruitment for US and non-US based organizations, and project recruitment whether it is for a rapid start-up or ongoing personnel replacement. Through Head Global's core staff and network of international consultants and staff, we offer efficient and affordable recruiting services no matter the organization's needs. We have successfully placed more than one hundred candidates into positions globally in the areas of project management, operations, communications, economic growth, monitoring & evaluation and learning (MEL), natural resource management, clean energy, governance, and business development. Additionally, we provide training services to help international organizations improve their own capacity to grow internationally and attract the right talent as they do so. Our business development services include business development strategy, capture support, proposal management, writing, recruitment, reviews, graphics, editing, and development of competitive cost volumes. We have supported successful proposal efforts assignments in more than 60 countries on all continents. We have helped our clients secure more than $2.5 billion in continued funding from USAID, Department of State, DFID, MCC, among other domestic and global funding sources.

**Daniel Head,** Founder & CEO

A seasoned international recruitment and HR specialist with 14 years' experience recruiting staff worldwide for USAID, MCC, and Department of State implementing partner organizations.

**Kathryn Karl,** Director of Proposal Development

A proposal development, recruitment and program specialist with 9 years' experience working in the international development industry.

**Jeffrey Coleman,** Director of Talent Acquisition

An experienced recruitment and HR specialist with a decade of experience leading full-cycle recruitment efforts for key personnel positions for projects funded by various donors, including USAID, OTI, Department of State, and Department of Labor.

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## CV, LinkedIn Profile, & Cover Letter Development

Whether applying for a new job or positioning yourself for a promotion, you want to put your best foot forward. It can be difficult to self-assess your strengths and weaknesses, and put all of your many accomplishments down on paper in a way that you don't sell yourself short. Our team of expert CV writers and reviewers can ensure you understand the needs of hiring managers and have a CV and LinkedIn profile that stands out. Take a look at our various packages below to find the one that best suits your needs. Don't see something perfect for you? Let us know and we can craft a package that is as unique as your individualized needs.

### The "Just a bit of help" Package | $79

- Introductory 45 minute phone call with one of our CV development experts. We will provide you with tailored tips and tricks for how to start revising your CV to ensure it markets you in a way that helps you achieve your career goals.
- Tailored follow-up notes and recommendations specific to your CV and goals.
- Final 15 minute follow-up call to discuss changes with your CV reviewer.

### The "Need a Basic Review" Package | $149

- Introductory 45 minute phone call with one of our CV development experts. We will provide you with tailored tips and tricks for how to start revising your CV to ensure it markets you in a way that helps you achieve your career goals.
- Tailored follow-up notes and recommendations specific to your CV and goals.
- Two additional CV rewrites over a 2-week period. Each rewrite will include notes and questions to help you further strengthen your CV yourself.
- Final 15 minute follow-up call to discuss changes with your CV reviewer.

### The "Full Re-write" Package | $339

- Introductory 45 minute phone call with one of our CV development experts. We will provide you with tailored tips and tricks for how to start revising your CV to ensure it markets you in a way that helps you achieve your career goals.
- A complete CV rewrite! After learning what your goals are, our experts will completely reformat and rewrite your CV to help you stand out (the way you want to!).
- Two additional CV rewrites over a one-month period. Each rewrite will include notes and questions to help you further strengthen your CV yourself.
- Final 15 minute follow-up call to discuss changes with your CV reviewer.
- Review of two job-specific cover letters once you are ready to apply, to be used within 3 months of CV finalization.

### The "Full Works" Package | $539

- Introductory 60 min phone call with our CV development experts. We will provide you with tailored tips and tricks for how to start revising your CV to ensure it markets you in a way that helps you achieve your career goals. On this call we will also discuss what goals you have for your online presence, and how we can craft your LinkedIn profile to help achieve these goals.
- A complete CV rewrite! After learning what your goals are, our experts will completely reformat and rewrite your CV to help you stand out (the way you want to!).
- Two additional CV rewrites over a two-month period. Each rewrite will include notes and questions to help you further strengthen your CV yourself.
- Final 45 minute follow-up call to discuss changes with your CV reviewer.
- Review of two job-specific cover letters once you are ready to apply, to be used within 3 months of CV finalization.
- LinkedIn Profile rewrite and redesign, with up to two rounds of edits.
- Final 30 minute call with your career development expert to discuss ongoing goals and remaining questions.

**Whether you're interested in a specific service above, or just want to chat with one of our career coaches, we offer 15 minute exploratory conversations at any time at no charge.**

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## Talent Acquisition Services

Our services include full-cycle proposal recruitment of candidates, home office recruitment for DC and non-DC based organizations, and field-based project recruitment of replacement COP's, DCOPs, and other positions. We know how to recruit publicly, or even if our client needs to remain client confidential. Through Head Global's vast network of international recruitment consultants and staff, we offer efficient, affordable, and high quality recruitment advisory services no matter the organization's needs or budget.

### Home Office Recruitment

When you launch a recruit for a difficult to fill position, you can become frustrated by the lack of qualified applicants, distracted by other priorities, or not know where to look to find the best candidates. At Head Global, we use our networks effectively to find you the most qualified professionals – including the ones that aren't actively seeking new opportunities! We screen not only to see who meets requirements, but also for organizational fit, integrity, work-ethic, and other intangibles important to you.

Through our retained search services for home office professionals in Washington, DC and elsewhere, we have placed candidates with a range of 3 to 30 years' experience into various positions in project management, business development, finance and contracts, recruitment, and various technical specialties.

Our unique "temp-to-hire" model also allows you to work with a candidate on a temporary consulting basis, providing the opportunity to evaluate their work quality and fit before deciding to hire them full-time.

### Project Based Recruitment

Our services include retained searches for entry to senior level project personnel in Washington, DC and overseas, as well as advisory consulting services for project start-up, close-out, and ongoing replacement to manage retention and turnover.

We can launch anonymous recruitment services to replace project staff, or work seamlessly with your project team and your client to speed up recruitment efforts to replace or onboard new staff. After all, every day there is a gap in billable work is a day of lost revenue, and potential for an important development project not to achieve intended results.

### Proposal Recruitment

Managed through our "Proposal Development Services" portfolio, our talent acquisition service offering also includes recruitment of expatriate, TCN, and FSN candidates. Whether in the field or remotely, we offer full-cycle proposal recruitment services no matter the donor, technical sector, or geographic area – we've done it all!

**Jeffrey Coleman,** Director of Talent Acquisition
An experienced recruitment and HR specialist with a decade of experience leading full-cycle recruitment efforts for key personnel positions for projects funded by various donors, including USAID, OTI, Department of State, and Department of Labor.

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# Proposal Development Services

At Head Global we pride ourselves on offering a wide range of services related to business development strategy and proposal development. Client confidentiality is important to us and as such, we do not list our specific business development successes publicly. Specific information can be made available upon request, following client authorization.

## Business Development Strategy

Whether we are conducting a proposal trend analysis, leading a business development audit or supporting a capture and pre-bid positioning efforts, we are always thinking about creative ways clients can improve your visibility, winability and efficiency. Our analysis work is a great way for your organization to improve systems, strengthen processes, and clarify organizational and proposal team roles and responsibilities.

## Proposal Recruitment

As experts in international recruitment, our team is able to source high caliber candidates on even the most complex, high-value proposals. From our strong global networks, we offer clients full-cycle proposal recruitment for both expatriate and field-based personnel. We work with clients to develop management plan win themes and build rosters of Chief of Party candidates. We are even able to help clients navigate compensation conversations with international candidates - a perk of having recruited in over 56 countries!

## Proposal Management

Our proposal management services run the gamut of what you may need. We have managed successful bilateral USAID proposals that range from $150,000 to $80,000,000 as well as successful global IDIQ proposals with ceiling as high as $2 billion. Our proposal managers are known to streamline points of contact and perform additional functions as needed - anything from technical writing, copy editing, cost volume development, and recruitment.

## Proposal Reviews, Writing, Editing, And Graphics

We have written numerous USAID proposals, ranging in size from small task orders to large and strategic overseas work in complex technical sectors such as workforce development, monitoring and evaluation, and stabilization. We provide technical and cost proposal reviews that are actionable, robust, and timely. We provide proposal editing and graphics support and our reviewers and editors make suggestions that will increase your chances of winning a bid.

## Pricing Strategy And Cost Proposal Development

When it comes to cost proposals, we are able to handle sensitive and confidential information with care. We provide client-specific pricing strategies and have experience in developing full cost volumes for a range for donors including USAID, DFID, MCC, and others.

**Kathryn Karl,** Director of Proposal Development
A proposal development, recruitment and program specialist with 9 years' experience working in the international development industry.

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## Career Coaching Services

Whether you are an individual job seeker or an organization looking to offer professional development opportunities to your staff, Head Global's career development services team has something for you. We will leverage our collective 35 years' experience advising and interviewing thousands of international development professionals from all walks of life, and our vast global networks, to help you stand out and achieve your career goals. Navigating a new job search or career transition, no matter how experienced you are, can be challenging. We offer services in both CV development and career coaching to provide you with the expertise you need to market yourself, understand the job market, and then land the job that's perfect for you. We start by reviewing your current CV, professional profiles, and talk with you to better understand your career goals. Our CV development and/or coaching services are then tailored to your specific needs. Our team can support you through both career ascension and career transition, as well as through the networking, application, interview, and salary negotiation processes. We are intimately familiar with the international development industry and its hiring managers and offer insight tailored to your unique experiences and goals. Visit our website to find more information on various service packages, with more detailed information on pricing and client testimonials.

### Head Global Strategic Coaching Package

This package is intended for senior level professionals with more than 15 years of experience looking for advancement in your current job, a job change, or a complete career shift. Includes a minimum of 3 sessions, each lasting 55 minutes at the rate of $245 per session.

### Head Global Premier Coaching Package

This package is intended for mid-level professionals with 5-15 years of experience looking for advancement in your current job, a job change, or a complete career shift. Includes a minimum of 4 sessions, each lasting 55 minutes at the rate of $195 per session.

### Head Global Signature Coaching Package

This package is intended for entry-level professionals with 1-5 years of experience looking for either your first job in international development, or to build on your experience to make a job change. Includes a minimum of 3 sessions, each lasting 55 minutes at the rate of $145 per session.

**Daniel Head,** Founder & CEO
A seasoned international recruitment and HR specialist with 14 years' experience recruiting staff worldwide for USAID, MCC, and Department of State implementing partner organizations.

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## Career Development Services

Whether you are an individual job seeker or an organization that is looking to offer professional development opportunities to your staff, Head Global's career development services has something for you. Below we list our various services, with more detailed information on pricing and testimonials found on the service-specific pages.

### CV & LinkedIn Profile Development

The best way to make sure you are in, or headed towards, your dream job is to start by making sure that you are representing yourself well. Your CV & LinkedIn profile is how you make your first impression, so strengthening these two items are very worthwhile investments. To see more information on our various packages, visit our CV & LinkedIn Profile Development page, here.

### Career Coaching

Are you looking for insights on how hiring managers view you on "paper," and specifically, how you can make positive adjustments in your job applications so you land more interviews and eventually secure the new job you are seeking? If yes, then our “Career Coaching Services” may be for you. These services include coaching you through both career ascension and career pivot moves, as well as through the networking, application, interview, and salary negotiation processes. Our Career Coaches are intimately familiar with the international development industry and its hiring managers and the insight they offer will be catered to your unique experiences and goals.

### Outplacement Services

If your organization is in the unfortunate situation of needing to downsize, we can offer outplacement services to the staff you must say good-bye to. These services include CV review, job market analysis, individualized career coaching, and morale boosting! Whether you are in the middle of a reorganization, or your ongoing contract is coming to an end, we can ensure that your home office or project staff leave with both a positive impression of your organization as well as with a hopeful outlook on future professional opportunities.

**Daniel Head,** Founder & CEO
A seasoned international recruitment and HR specialist with 14 years’ experience recruiting staff worldwide for USAID, MCC, and Department of State implementing partner organizations.

**Whether you’re interested in a specific service above, or just want to chat with one of our career coaches, we offer 15 minute exploratory conversations at any time at no charge.**

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## The Head Global Team

Our reputable team is driven and dedicated to ensuring our clients receive bespoke and high-quality talent that fits well within your organization. With more than 35 years' of combined experience in international development, and vast talent networks from our experience working in more than 60 countries, our global reach will provide you or your organization with exactly what you need.

**DANIEL HEAD | FOUNDER AND CEO**

Daniel Head is seasoned business development and recruitment specialist with 14 years' experience recruiting staff worldwide for USAID, USDA, MCC, and DoS partner organizations. He is a confident and competent entrepreneur in the international development industry, with strong reputation for high quality and timely service.

**EDUCATION:**

Duke University | Master of Business Administration, Cross Continent MBA

Rhodes College | Bachelor of Arts in International Studies/Economics and Business Administration

**IN-COUNTRY WORK EXPERIENCE:**

Afghanistan, Australia, Bangladesh, Burma, Cambodia, China, Egypt, Ethiopia, India, Indonesia, Iraq, Israel, Jordan, Kenya, Lebanon, Malawi, Mongolia, Nepal, Nigeria, Pakistan, Philippines, Rwanda, Sri Lanka, South Africa, South Sudan, Tanzania, Thailand, United Arab Emirates, Vietnam, West Bank/Gaza, and Zimbabwe.

**KATHRYN KARL | DIRECTOR OF PROPOSAL DEVELOPMENT SERVICES**

Kathryn Karl is a proposal development, recruitment and international program specialist with almost a decade of experience working in the international development industry. Kathryn's experience includes working on every stage of proposal development, from capture through submission. She has led and supported efforts in program design, writing, recruitment, partnering, and budgeting for various clients including USAID, USDA, MCC and the Bill and Melinda Gates Foundation.

**EDUCATION:**

Loyola University Maryland | Bachelor of Arts in History, Minor in Marketing

**IN-COUNTRY WORK EXPERIENCE:**

Ethiopia, Kenya, Madagascar, Malawi, Tanzania, Zambia, and Zimbabwe

**JEFFREY COLEMAN | DIRECTOR OF TALENT ACQUISITION SERVICES**

Jeffrey Coleman is a seasoned recruitment and HR specialist with almost a decade of experience leading full-cycle recruitment efforts for key personnel positions for projects and new business efforts funded by various donors, including USAID, OTI, DoS, DoL, MCC/MCA, and more. He has significant experience sourcing, attracting, and on-boarding talented candidates with various country and technical experience.

**EDUCATION:**

Wilmington University | Master of Science in Management, Concentration in Human Resource Management, ABT

James Madison University | Bachelor of Science in Justice Studies, Concentration in Social Justice

**IN-COUNTRY WORK EXPERIENCE:**

Ethiopia, Ghana, Jordan, Liberia, Morocco, Nigeria, South Sudan, and Turkey