

[Date]

[Client Name]

[Client Title]

[Non-Profit Organization Name]

[Address]

[City, State, Zip]

Re: Retained Executive Search Agreement for the position of [Position Title]

Dear [Client Contact Name],

This letter sets forth the terms of the agreement between [Search Firm Name] ("the Firm") and [Non-Profit Organization Name] ("the Client") for the recruitment of a [Position Title].

1. Scope of Service

The Firm will conduct a comprehensive national search, including position profiling, candidate identification, interviewing, background verification, and offer negotiation support.

2. Professional Fees

The total professional fee for this search is a fixed retainer of \$[Total Fee Amount]. This fee is based on the mission and budget of the Client as a non-profit entity. The fee will be billed in three equal installments of \$[Installment Amount]:

- First installment: Due upon execution of this agreement (Launch).
- Second installment: Due 30 days after the search commencement (Presentation of Candidates).
- Third installment: Due upon the candidate's acceptance of the offer or 60 days after search commencement, whichever occurs first.

3. Reimbursable Expenses

Direct out-of-pocket expenses (e.g., background checks, travel for candidates or consultants, and specialized advertising) will be billed monthly at cost. Any single expense exceeding \$[Amount] will require prior Client approval.

4. Exclusivity

The Client agrees that [Search Firm Name] will be the exclusive representative for this search. All resumes received by the Client from any source during the search period will be referred to the Firm for evaluation.

5. Replacement Guarantee

Should the placed candidate leave the organization or be terminated for cause within [Number] months of their start date, the Firm will conduct a new search for the same position for no additional professional fee, charging only for out-of-pocket expenses.

6. Confidentiality

Both parties agree to maintain the confidentiality of candidate information and proprietary organizational data shared during the search process.

Please indicate your acceptance of these terms by signing below.

Sincerely,

[Name of Consultant]

[Title]

[Search Firm Name]

Accepted and Agreed:

Signature: _____

Name: [Client Authorized Signatory]

Date: _____