

Heidrick & Struggles, Inc.

Head of Investor Relations

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Heidrick & Struggles advises client companies on the basis of an exclusive consulting assignment. The following details are for personal review and should be kept confidential.

The Company

Company	Heidrick & Struggles International, Inc
Company Location	Chicago, IL, United States
Ticker	NASDAQ: HSII (Public since 1999)
Revenues	\$716 million (2018)
Employees	1,600 (382 Consultants)
Website	www.heidrick.com
Company Overview	<p>Heidrick & Struggles International, Inc. (Nasdaq: HSII) is the premier provider of executive search, leadership assessment and development, organization effectiveness, and culture shaping services globally. For more than 60 years, we have focused on quality service and built strong leadership teams through our relationships with clients and individuals worldwide. Today, Heidrick & Struggles leadership experts operate from principal business centers in North America, Latin America, Europe, the Middle East, Africa and Asia Pacific.</p>
Our Purpose	We Help Our Clients Change the World, One Leadership Team at a Time™
Our Vision	Heidrick stands alone as the trusted advisor combining distinctive, diverse, data-driven and technology-enabled talent, leadership and culture solutions to accelerate the performance of the world's most influential organizations.
Our Values	<p>We are guided by four primary values that are the firm's foundation – Win as One Firm, Grow with Our Clients, Own the Results, and Always Act with Integrity.</p> <p>These four values build on the principles that have guided the actions of the people of Heidrick & Struggles for more than 60 years. They have led our firm to success, earning the respect of our peers in the industry and leaders of the organizations we serve. These values will continue to be at the core of everything we do to help our clients address their leadership needs.</p> <p>Win as One Firm</p> <p>We work as one firm and succeed through collaboration, inclusion and valuing diverse points of view.</p> <p>Grow with Our Clients</p> <p>Our clients inspire us to create innovative solutions and exceed expectations.</p> <p>Own the Results</p> <p>We work to make things happen and own the outcome.</p> <p>Always Act with Integrity</p>

We operate with the highest levels of ethics and integrity in all we do.

Company Overview

Executive Search

Our executive search experts have helped many of the most successful organizations build their senior leadership teams. We know it is not enough to simply identify someone with the right experience. Our goal is to deliver great leaders. It's a goal that has led us to offer a differentiated approach to executive search. With the Infinity Framework, our proprietary assessment model fortified by a suite of tools such as Leadership Signature and the Leadership Accelerator Questionnaire (LAQ), we assess candidates across a continuum of past experiences and future potential, illuminating the mix of leadership and cultural attributes most important to your organization.

Heidrick Consulting

With expectations for performance intensifying and disruption coming from all sides, the question for businesses today isn't whether to transform. It's how bold that transformation will be. At Heidrick Consulting, we help build the leaders, teams, organizations, and cultures our clients need to reinvent themselves to meet and exceed the highest expectations for performance—and fast. From assessing and developing leaders, to ensuring the effectiveness of teams and organizations, to giving clients the tools they need to shape productive, effective cultures, Heidrick Consulting is squarely focused on one thing: unlocking the power of leaders—and the teams and organizations they work in—to fast-track success.

Financial Highlights

- 1 year Total Shareholder Return: 31%
- 5-year Annual Revenue Growth Rate: 8.87%
- 2018 Company record Net Revenue: \$716 million. An increase of 15.2% on 2017.
- Adjusted EBITDA increased to \$90.7 million in 2018 from \$60.1 million in 2017.
- Operating income increased to \$68.9 million in 2018 from (\$26.5) million in 2017.
- Earnings per share of \$2.52, compared to loss per share of (\$2.60)

The Position

Position Title	Head of Investor Relations
Location	Chicago or New York City, United States
Reports To	Mark Harris, Chief Financial Officer
Position Summary	<p>The Head of Investor Relations will produce and deliver effective financial communications to the investment community and to both existing and potential investors. The position will be responsible for implementation of a Global Investor Relations Program ("GIRP") in collaboration with the CEO, CFO, GC and Marketing Teams. The primary object of the GIRP is to help educate and communicate consistent updates to investors and other constituencies (sell side analysts, etc.), the Company's financial and operational results to achieve a fair stock valuation to create long-term shareholder value. This will be a highly visible position for an individual who demonstrates strategic and analytical thinking, confidence, creativity, effective communication skills and collaboration. The individual will be the Company's primary point of contact for members of the financial community.</p>
Responsibilities	<ul style="list-style-type: none"> • Develop a robust GIRP strategy and framework, including a messaging strategy that accurately reflects the Company's business performance and highlights opportunities for business growth and value creation • Establishes the optimum type and mix of shareholders, and creates that mix through a variety of targeting initiatives • Create and manage a strong reputation by demonstrating consistent and clear communication between internal and external parties • Conduct competitive and industry analysis, including the development of industry and peer company performance criteria. Continuously measure and update this information and utilize it to provide a relative performance framework for the investment community • Manage equity research and investor relationships • Prepare presentations and data visualization • Conduct financial modeling & research model creation • Manage all Investor events: investor days, road shows, conferences and other events pertaining to investors • Monitors operational changes through ongoing contacts with company management, and develops investor relations messages based on these changes • Analyze and present financial trends, competitor behavior, shareholder issues, and anything else that could impact the business to the leadership team • Responsible for overseeing and managing annual and quarterly earnings and conference calls

- Work with legal counsel to ensure compliance on regulatory matters
- Assist in the preparation of the company's Annual Report, 10-K, 10-Q, 8-K and all required filings
- Creates presentations, press releases, and other communication materials for earnings releases, industry events, and presentations to analysts, brokers, and investors
- Manages the investor relations portion of the company website
- Serves as the key point of contact for the investment community
- Establishes and maintains relationships with stock exchange representatives
- Provides feedback to management regarding the investment community's perception of how the company is being managed, and their view of its financial results
- Other duties as assigned

The Person

Qualifications & Experience

- Bachelor's degree in finance, business or accounting required, with a CPA, CFA and/or MBA is a plus
- The successful candidate will have a minimum of eight years of work experience and a minimal of five years practical investor relations experience (either public or asset management firms)
- Previous experience writing earnings press releases, preparing investor presentations and writing earning call scripts
- Prior experience using investment platforms such as Factset/Thomson One/Bloomberg or the like, and working with third party surveillance/market intelligence providers is preferred
- Excellent communication (both oral and written), presentation, interpersonal and organization skills
- Extensive experience of working collaboratively with senior management and diverse stakeholders
- Persuasive communicator capable of building trust and establishing strong professional relationships firm-wide
- Able to multi-task and prioritize a diverse range of different projects concurrently
- Track-record of executing well-planned project plans, often under pressure and to tight deadlines
- Global outlook - should have an understanding of diverse cultures and nationalities
- Must have an intellectual curiosity, detail-orientated, and analytical approach to their work, with a strong work ethic
- Digitally savvy, well versed in using technology, especially MS Office (Word, Excel and Powerpoint)

Leadership and Personal Competencies

- Intellectual and professional credibility to build productive relationships with senior stakeholders
- Focused on delivering the right outcomes and finding constructive ways of overcoming challenges
- Confidence to engage widely and operate effectively in a complex and matrixed organization
- Excellent judgment and commercial awareness
- Naturally collaborative, able to work as a member of a global team on enterprise-wide projects
- A self-starter with the resilience, ingenuity and agility to thrive in a fast-paced environment
- Strong organizational and project management skills; able to prioritize projects and deliverables

For more information please contact:

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Heidrick & Struggles serves the executive leadership needs of the world's top organizations as a trusted advisor for leadership consulting, culture shaping and senior-level executive search services. Our data driven solutions empower senior executives and boards of directors to transform their organizations by leveraging top talent and accelerating performance across all layers of the business.