



POSITION OVERVIEW

Job Title: Executive Recruiter
Business Title: *AI and Engineering Talent Lead*
Job Code: **EXECREC**
FLSA Status: Exemp
Department: Cognita
Reports to: Louis Blankemeier
Location: San Francisco – Onsite – Cognita Office
Draft Date: 6/1/26
Revision Date: N/A
Approved By: Louis Blankemeier
Role: **Individual Contributor**

POSITION SUMMARY

Cognita is competing for the best AI and engineering talent in the world—against frontier AI labs and every other ambitious team trying to build something that matters. We win by recruiting people who are genuinely exceptional: builders with rare technical depth, taste, and drive. Credentials don't predict performance at our bar; specific evidence of exceptional work does.

As an AI & Engineering Talent Lead, you will own the function of finding, engaging, and closing those people. This is not a traditional recruiting role. You will report directly to senior leadership and operate with a single mandate: identify the best people in the world for every role we open, and build the systems to bring them to Cognita faster than anyone else can.

The right candidate treats hiring as an engineering problem. You will design and run novel sourcing systems, run end-to-end funnels yourself, and exercise sharp judgment about technical excellence. You are technical enough to read a candidate's GitHub, evaluate the difficulty of what they've built, and credibly engage them on the work. You don't need to ship production code—but you should be comfortable using AI coding tools, prototyping internal recruiting tooling, and working with engineers as peers rather than as a service function.

POSITION DUTIES AND RESPONSIBILITIES:

- For every open role, start from first principles: “who are the absolute best people in the world for this?” Build the system to find them and execute the search end-to-end yourself.
- Run full-cycle hiring for AI researchers, ML engineers, software engineers, and other technical roles—sourcing, outreach, technical screening, interview coordination, offer construction, and close.
- Develop sourcing channels beyond LinkedIn: targeted referrals, conferences, hackathons and competitions, niche technical communities, open-source ecosystems, and direct relationships with researchers and engineering leaders.
- Build internal recruiting tooling. Use AI coding tools to prototype sourcing systems, candidate trackers, outreach workflows, and evaluation pipelines that compound over time.
- Evaluate candidates with technical rigor. Read their work, understand what they've actually built, and form an independent view of excellence before they reach the hiring manager.
- Partner directly with senior engineering leadership to calibrate on hiring bar, prioritize searches, and drive offer strategy on the most competitive candidates.
- Own candidate experience end-to-end. Top-tier candidates evaluate companies through how they're recruited; every interaction should reflect Cognita's technical seriousness and ambition.



- Develop and continuously sharpen Cognita’s positioning to elite engineers: why this team, why this mission, why now.
- Maintain a high-precision pipeline. We optimize for fewer, better candidates—not throughput. Hold a strong bar even when it’s uncomfortable.
- Build and steward the internal data on what makes engineers succeed at Cognita, and use it to refine sourcing, screening, and selection over time.
- Up to 20% travel or more as needed.
- Performs other duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES

- You are comfortable with AI coding tools and “vibe coding.” You have built things—side projects, internal tools, automations, prototypes—because you wanted to, not because someone asked.
- You are technical at the core. You can read code, evaluate the difficulty of a project, and hold your own in a conversation with a senior ML researcher or staff engineer. Formal CS background is not required; demonstrated technical fluency is.
- You believe assembling high-performance teams is an engineering problem, and you have the instincts to build systems—not just run process.
- You operate with intensity, ownership, and judgment. You move quickly, but you don’t lower the bar to fill a slot.
- You are a credible representative of the company—strong written and verbal communication, real curiosity about the candidate’s work, and the taste to know when someone is exceptional vs. merely good.
- Bias for action, comfort with ambiguity, and a strong default toward solving the problem yourself before asking for help.

REQUIRED QUALIFICATIONS

- You have worked in environments with exceptional talent density (frontier AI lab, top-tier startup, elite engineering org) and you have a track record of personally referring in or recruiting strong people.
- You’ve done the work before. Demonstrated success closing competitive technical candidates against frontier AI companies, FAANG, and well-funded startups.
- Healthcare or radiology experience is not required. Familiarity with the AI/ML ecosystem and with how elite engineers evaluate opportunities.

PREFERRED PROFESSIONAL SKILLS AND EXPERIENCE

- N/A

Physical Activities

Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like.

☒ Never ☐ Occasionally ☐ Constantly

Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.

☒ Never ☐ Occasionally ☐ Constantly

Remaining in a stationary position, often standing or sitting for prolonged periods.

☐ Never ☐ Occasionally ☒ Constantly



Moving about to accomplish tasks or moving from one worksite to another.

☐ Never ☒ Occasionally ☐ Constantly

Adjusting or moving objects up to 15 pounds in all directions.

☐ Never ☒ Occasionally ☐ Constantly

Communicating with others to exchange information.

☐ Never ☐ Occasionally ☒ Constantly

Repeating motions that may include the wrists, hands and/or fingers.

☐ Never ☐ Occasionally ☒ Constantly

Operating machinery and/or power tools.

☒ Never ☐ Occasionally ☐ Constantly

Operating motor vehicles or heavy equipment.

☒ Never ☐ Occasionally ☐ Constantly

Assessing the accuracy, neatness and thoroughness of the work assigned.

☐ Never ☐ Occasionally ☒ Constantly

Environmental Conditions

Low temperatures.

☐ Never ☒ Occasionally ☐ Constantly

High temperatures.

☐ Never ☒ Occasionally ☐ Constantly

Outdoor elements such as precipitation and wind.

☐ Never ☒ Occasionally ☐ Constantly

Noisy environments.

☐ Never ☒ Occasionally ☐ Constantly

Hazardous conditions.

☒ Never ☐ Occasionally ☐ Constantly

Poor ventilation.

☒ Never ☐ Occasionally ☐ Constantly

Small and/or enclosed spaces.

☒ Never ☐ Occasionally ☐ Constantly

No adverse environmental conditions expected.

☐ Never ☒ Occasionally ☐ Constantly

Physical Demands

Sedentary work that primarily involves sitting/standing.

☐ Never ☐ Occasionally ☒ Constantly

Light work that includes moving objects up to 20 pounds.

☐ Never ☒ Occasionally ☐ Constantly

Medium work that includes moving objects up to 50 pounds.

☒ Never ☐ Occasionally ☐ Constantly

Heavy work that includes moving objects up to 100 pounds or more.

☒ Never ☐ Occasionally ☐ Constantly



I have reviewed this job description and I understand all my job duties and responsibilities. I am able to perform the essential functions as outlined. If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my manager or a member of the Human Resources team.

I acknowledge that the job has been explained to me both verbally and in written format.

Teammate's Signature

Date