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USA HIRING GUIDE: **CORPORATE SECRETARY** **2026**





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01.

INTRODUCTION

The Corporate Secretary role in the US is undergoing a quiet but significant transformation.

Once viewed primarily as an administrative or compliance-focused position, the role has expanded into a critical governance function sitting at the intersection of the board, executive leadership and regulators.

As scrutiny on corporate governance, ESG, disclosure and board effectiveness intensifies, demand for experienced Corporate Secretaries has risen sharply; particularly among public companies, private equity-backed businesses and multinational groups.

For employers, this creates a challenging hiring environment: the skill set required is broader than ever; yet the talent pool remains relatively small and highly contested.

This guide explores how the role has evolved, the key hiring challenges in the US market, and what both employers and candidates are looking for in today's Corporate Secretary appointments.



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Head of Legal Recruitment



02.

THE EVOLUTION OF THE CORPORATE SECRETARY ROLE

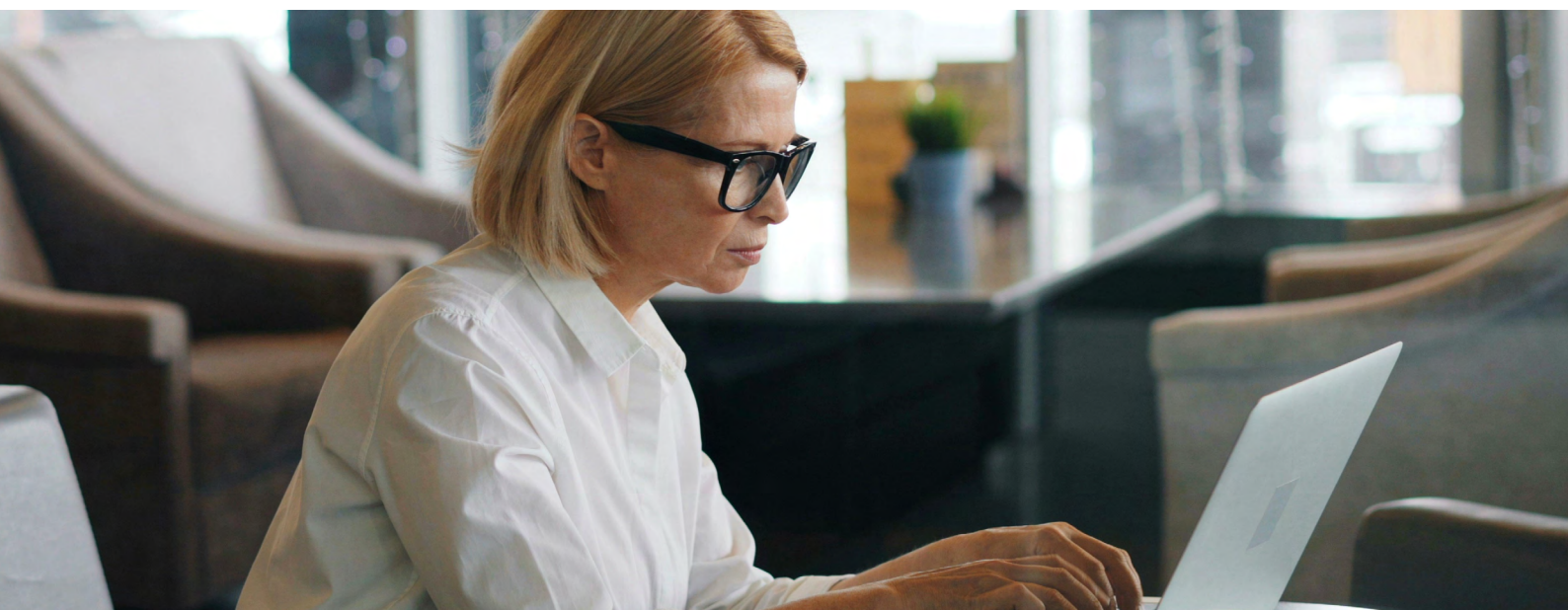
Historically, the Corporate Secretary role focused on corporate records, board and committee administration, and ensuring compliance with statutory and exchange requirements. While these responsibilities remain foundational, the scope of the role has expanded considerably.

Today's Corporate Secretary is often:

- A trusted adviser to the board and chair
- A key steward of corporate governance standards
- Central to SEC disclosure, proxy processes and shareholder engagement
- Increasingly involved in ESG oversight and reporting
- A coordinator between legal, finance, investor relations and compliance functions

In many organizations, the role has become more strategic, with Corporate Secretaries expected to contribute to board effectiveness, governance reform, crisis response and regulatory readiness, as opposed to simply executing established processes.

This evolution has raised the bar for seniority, judgment and commercial awareness in the role.





03.

HIRING CHALLENGES IN THE US MARKET

1. Limited and Competitive Talent Pool

Unlike in some other jurisdictions, the US has a relatively small population of professionals who have held formal Corporate Secretary or Corporate Secretary titles, particularly at senior levels. Those with public company experience are in especially high demand.

2. Rising Expectations – without clear role definition

Many employers want a “strategic” Corporate Secretary but struggle to articulate what this means in practice. Ambiguity around remit, authority and reporting lines can make roles less attractive to experienced candidates.

3. Overlapping skill sets with Legal and Compliance

The Corporate Secretary role often sits within Legal, which can blur boundaries with in-house counsel. Finding candidates who are comfortable operating alongside senior lawyers — without duplicating or being overshadowed — can be challenging.

4. Increased regulatory and governance complexity

Ongoing changes in SEC rules, ESG disclosure expectations, shareholder activism and proxy advisory influence have increased pressure on governance functions, raising expectations for candidates to stay ahead of evolving requirements.

5. Compensation pressures

As demand has increased, compensation expectations have risen — particularly for candidates with listed company, ESG or board advisory experience. Employers often underestimate market benchmarks.



04.

TIPS FOR JOB SEEKERS AND HIRING MANAGERS

4.1. What employers are looking for

Strong governance and regulatory expertise

Employers prioritize candidates with deep understanding of:

- SEC reporting and disclosure requirements
- Proxy statements and annual meeting processes
- Board and committee governance best practices
- Stock exchange rules (NYSE/Nasdaq)

Board-level credibility

The ability to interact confidently with directors, chairs and committee leads is essential. Employers value candidates who can exercise sound judgment, manage sensitive issues and advise on governance matters with authority.

Cross-functional collaboration

Successful Corporate Secretaries work seamlessly with Legal, Finance, Investor Relations, Compliance and HR. Employers look for candidates who can act as a central governance “hub” rather than a siloed function.

ESG and stakeholder awareness

While not always a standalone responsibility, ESG oversight and reporting increasingly fall within the Corporate Secretary’s remit. Experience coordinating ESG disclosures or supporting board-level ESG governance is a growing differentiator.

Calm under pressure

Board matters, regulatory deadlines and shareholder issues often converge. Employers value candidates who can manage competing priorities, remain composed and provide clarity during high-stakes moments.



4.2. What candidates are looking for

Clarity of mandate and influence

Senior candidates want a clearly defined role with visibility, authority and access to decision-makers. Title alone is not enough — influence matters.

Board access and strategic exposure

Candidates are drawn to roles where they are seen as partners to the board, not just administrators. Exposure to strategic discussions and governance reform is a major attraction.

Organizational culture and leadership quality

Given the sensitivity of the role, candidates place significant weight on board dynamics, leadership behavior and organizational integrity.

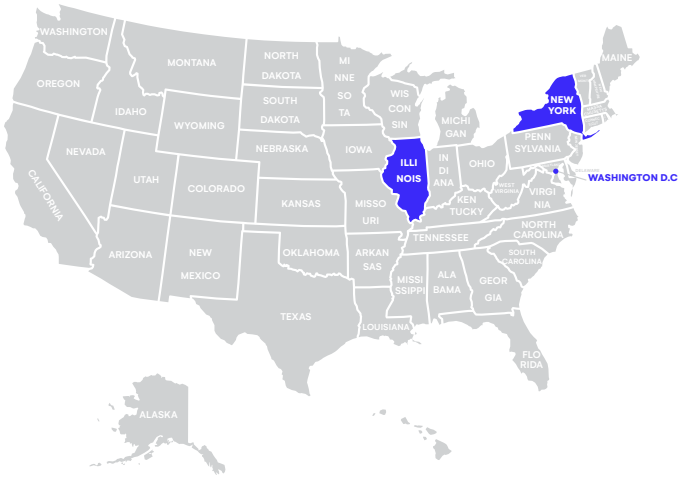
Career longevity and development

While many Corporate Secretaries expect to remain in governance-focused careers, candidates still look for opportunities to broaden their impact — whether through ESG leadership, board advisory work or enterprise-wide governance initiatives.

Competitive and transparent compensation

Candidates are increasingly well-informed about market benchmarks and expect compensation to reflect the scope, complexity and risk profile of the role.





05. SALARY GUIDES

NEW YORK (NEW YORK CITY)

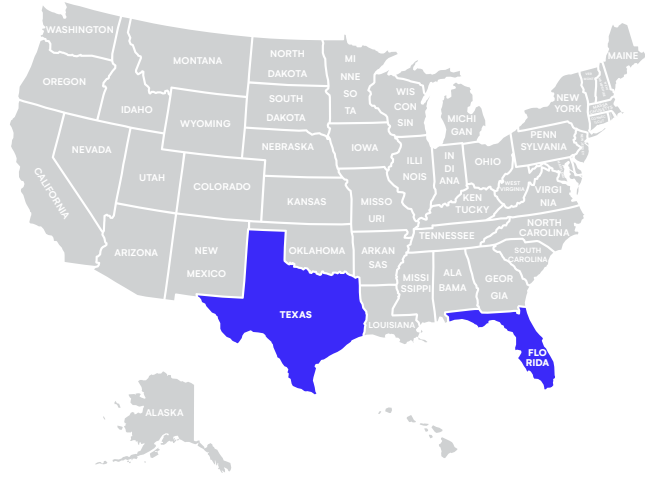
JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$215,000 — \$300,000+
DEPUTY CORPORATE SECRETARY	\$173,000 — \$250,000
ASSISTANT CORPORATE SECRETARY	\$140,000 — \$195,000
CORPORATE PARALEGAL	\$95,000 — \$155,000

ILLINOIS (CHICAGO)

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$185,000 — \$275,000+
DEPUTY CORPORATE SECRETARY	\$130,000 — \$190,000
ASSISTANT CORPORATE SECRETARY	\$90,000 — \$165,000
CORPORATE PARALEGAL	\$65,000 — \$105,000

WASHINGTON D.C.

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$220,000 — \$295,000+
DEPUTY CORPORATE SECRETARY	\$160,000 — \$220,000
ASSISTANT CORPORATE SECRETARY	\$155,000 — \$210,000
CORPORATE PARALEGAL	\$80,000 — \$135,000



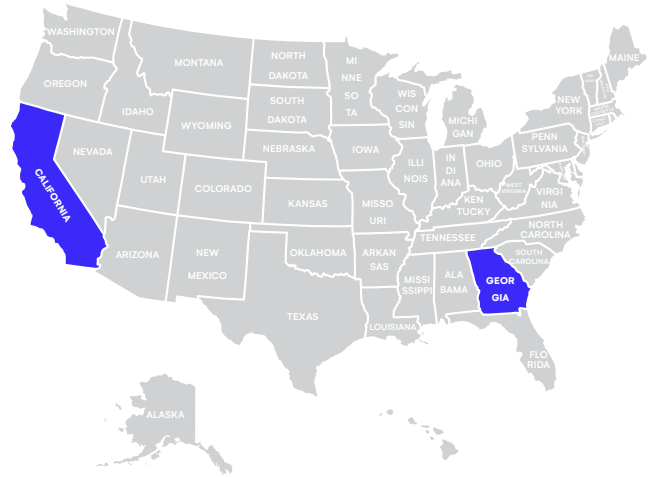
TEXAS (HOUSTON, DALLAS, FORT WORTH)

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$200,000 — \$275,000+
DEPUTY CORPORATE SECRETARY	\$110,000 — \$180,000
ASSISTANT CORPORATE SECRETARY	\$110,000 — \$160,000
CORPORATE PARALEGAL	\$65,000 — \$115,000

FLORIDA (MIAMI, TAMPA)

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$190,000 — \$245,000+
DEPUTY CORPORATE SECRETARY	\$105,000 — \$170,000
ASSISTANT CORPORATE SECRETARY	\$125,000 — \$195,000
CORPORATE PARALEGAL	\$70,000 — \$108,500



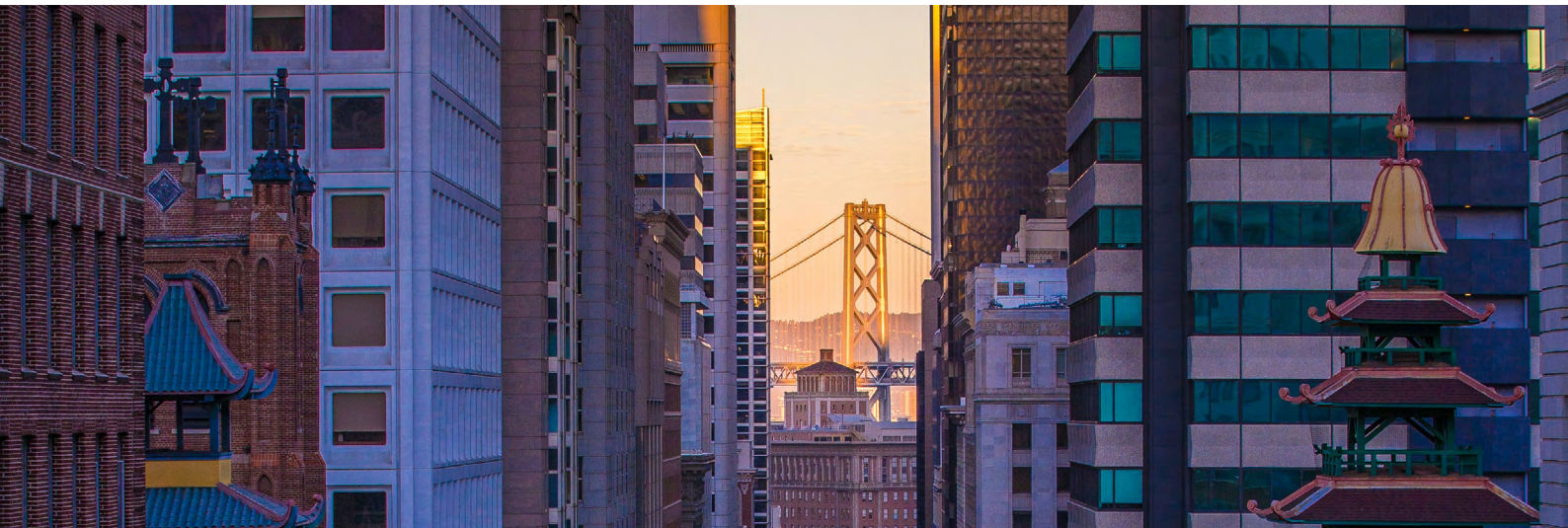


GEORGIA (ATLANTA)

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$185,000 — \$250,000+
DEPUTY CORPORATE SECRETARY	\$110,000 — \$165,000
ASSISTANT CORPORATE SECRETARY	\$110,000 — \$155,000
CORPORATE PARALEGAL	\$65,000 — \$96,000

CALIFORNIA (SAN FRANCISCO, LOS ANGELES)

JOB TITLE	SALARY RANGE (USD)
CORPORATE SECRETARY	\$190,000 — \$315,000+
DEPUTY CORPORATE SECRETARY	\$145,000 — \$215,000
ASSISTANT CORPORATE SECRETARY	\$130,000 — \$190,000
CORPORATE PARALEGAL	\$85,000 — \$148,000





06.

CONCLUSION

Hiring a Corporate Secretary in the US is very much a strategic appointment that can materially influence board effectiveness, regulatory resilience and organizational reputation.

Employers who succeed in this market are those who:

- Clearly define the role and its authority
- Align expectations with market realities
- Recognize the strategic value the role can deliver

As governance expectations continue to evolve, the Corporate Secretary will remain a critical – and increasingly influential – figure in US corporate leadership.

Please get in touch with [Philip Redhead](#) to learn more.



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If you would like to find out more about our [Talent Intelligence](#) service and book a FREE 'lite' presentation on your firm's attrition vs competitors, talent flow and an overview of what candidates in your industry really want — please contact Philip Redhead to book a no-obligation meeting.



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