



Win Director of Talent Acquisition

Title:	Director of Talent Acquisition (TA) - [HYBRID]
FLSA Status:	Exempt
Department:	Human Capital
Reports to:	Vice President of Human Capital
Positions reporting to this position:	Talent Acquisition Manager, Talent Acquisition Coordinators
Salary:	\$95,000-\$105,000

Purpose of the Opportunity

At Win, the Human Capital team is focused on making people feel seen, heard and connected with the organization's vision, mission and values. We are searching for a seasoned Director of Talent Acquisition to lead our TA team as well as our recruitment efforts. This highly motivated and innovative professional will have the ability to design and implement a Talent Acquisition Strategy that will help in identifying, sourcing, assessing and selecting highly qualified and diverse candidates who align with Win's mission and core values.

The Director of Talent Acquisition should be an experienced leader, who is comfortable working with a diverse team and has the capacity to set the team up for success. The selected candidate should be highly motivated, innovative and confident in analyzing and presenting data. The candidate should be resourceful in the social media space and has the ability to build and nurture relationships and networks with both internal and external stakeholders. This experienced professional is seen as a key member of the team as they must consistently collaborate with hiring managers and leaders to ensure adequate staffing needs are achieved. Familiarization with the non-for-profit space and homeless shelters is a huge benefit in this role and this leader must be familiar with the operations of the business. The candidate must be SHRM-CP or SCP certified and possess excellent leadership, communication, interpersonal, data management and analytics and change management capabilities.

Key Accountabilities

Leadership

- Ability to deal comfortably with senior managers and present information and data to achieve success.
- Ability to understand how hiring managers and senior leaders think and work in making their programs successful.
- Ability to determine the best way to get things done in partnership with program leaders by communicating effectively and becoming astute to their program needs.
- Create a climate in which people want to do their best.
- Assess each team member's strengths and encourage an atmosphere of diversity and inclusion. Makes everyone on the team feel their work is important and valued.
- Using data and research come up with creative solutions to address challenges.

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- Display the ability to brainstorm new and creative ideas with the team that would support innovation.

Strategic Planning

- Ability to develop and execute a comprehensive Talent Acquisition strategy for the organization which includes (but is not limited to) pipeline development, marketing and branding, employee value proposition, onboarding and managing the lifecycle of the employee.

Data Analytics

- Monitor and report on Talent Acquisition metrics and identify and share opportunities with hiring managers and leaders on how to drive attraction and retention of candidates.
- Analyze trends and make adjustments to the onboarding process to create a remarkable employee experience.
- Develop a mechanism to analyze feedback from 30-60-90 sessions to act on the data results.
- Create and implement department metrics/KPIs that will be reviewed frequently for trends and report to leadership.

Processes

- Review and align current processes to achieve high performance and regulatory guidelines.
- Develop structured interviewing techniques to screen and interview qualified and diverse candidates for hiring managers.
- Work in collaboration with other units in Human Capital as well as program leaders to ensure that organizational objectives are achieved.

Emotional Intelligence

- Ability to read emotions and predict the potential reactions of others.
- Ability to manage employee morale and avoid workplace conflicts.
- Display savviness to de-escalate tension and detect issues within the unit.
- Ability to create a supportive and coaching environment with staff that fosters trust and diversity within the unit.

Regulatory Compliance

- Oversee the background investigations unit.
- Manage the coordination of background investigation including but not limited to SCRs and PETS & Justice Center Fingerprinting
- Develop SOPs and maintain all current and new HCIS process workflows for efficiency and compliance.



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Essential Functions:

- Must be able to sit at a computer for the majority of the workday.
- Must be able to use public transportation to attend Win meetings and other related events.

Required Qualifications:

- Commitment to Win's mission, vision, and values.
- BA degree plus three (3) years of talent acquisition management.
- SHRM-CP or SCP certification.
- Proven ability to consistently and positively contribute in a fast-paced, changing work environment.
- Familiarization with ATS (ADP) and Smartsheets.
- Excellent Microsoft Office skills.
- Knowledge of Canva Pro, creation of QR Code and Google links (preferred)

Core Competencies:

- **Leading Others:** Demonstrates flexibility, adaptability and initiative. Engages others to achieve high standards.
- **Facilitating Change:** Supports critical large-scale changes. Develops and meets challenging but achievable goals.
- **Managing Performance:** Monitors performance against standards and shares expectations clearly. Gives feedback in writing and verbally, documents performance concerns.
- **Applying and Developing Expertise:** Encourages acquisition of knowledge and skills. Applies technical knowledge to solve problems quickly and effectively. Must pay attention to detail.
- **Communicating and Collaborating:** Works collaboratively. Relies on and supports others to achieve results. Uses effective verbal and written communication with appropriate tone.

WIN'S DIVERSITY, EQUITY & INCLUSION HIRING COMMITMENT

Our most effective service to our community comes from a diverse mix of minds, backgrounds and experience. As a result, we are committed to cultivating an inclusive work environment. Win actively seeks a diverse applicant pool and encourages candidates of all backgrounds to apply. We provide equal opportunities to all employees and applicants for employment without regard to race, religion, color, age, sex, national origin, sexual orientation, gender identity, genetic disposition, neurodiversity, disability, veteran status or any other protected category under federal, state and local law.