



Win Talent Acquisition Manager

Title of Position:	Talent Acquisition (TA) Manager - [HYBRID]
FLSA Status:	Exempt
Department:	Human Capital/Talent Acquisition
Reports to:	Director, Talent Acquisition
Positions reporting to this position:	Talent Acquisition Associates
Salary:	\$75,000 - \$78,000

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 have an exciting opportunity for a high performing, innovative, tech savvy Talent Acquisition Manager who enjoys inspiring, motivating and leading teams to achieve targeted outcomes. The candidate must have a passion for networking and advertising and is comfortable representing Win as a brand champion both in-person and on social media. The Talent Acquisition Manager must have the ability to analyze and utilize data to drive Win's recruitment strategy. They must be committed to DEI&B as they seek to identify candidates who are considered the right fit in promoting the mission of the organization. This individual will leverage the Human Capital data and partner with the Talent Acquisition Director to build a robust TA strategy that will captivate the right pool of candidates for Win.

Reporting to the Director of Talent Acquisition, The Talent Acquisition Manager will partner with hiring managers and program leaders on all recruitment needs of the organization. The selected candidate will work closely with our Director of Human Capital Information Systems to ensure integrity of our position management data as well as with our Engagement and Retention team to ensure that we provide employees with the most rewarding onboarding experience.

Key Accountabilities

Leadership

- Supervise and lead the talent acquisition team to drive performance and achieve recruitment targets.
- Ensure consistency with recruitment processes and procedures to ensure compliance with employment laws.
- Plan and lead team meetings to clearly communicate information and drive performance.
- Serve as a role model for the team in elevating and growing their career paths.
- Support and coach the recruiters regularly to promote an atmosphere of trust and belonging.
- Monitor each team member's smart goals so they remain on target in achieving their objectives and that of the unit.
- Expose the team to up-to-date knowledge of employment law, regulations, best practices and current trends relative to talent acquisition.



Win

Talent Acquisition Manager

Teambuilding

- Listen intentionally to others to gain understanding of their situations and challenges and provide the necessary support.
- Display a high level of reliability and integrity to build trust and accountability within the team.
- Assign responsibilities to team members in a way that is motivating and clear.
- Collaborate with various departments within Win (e.g. IT, Payroll, Facilities, Programs) to ensure new hire processes are accurate and complete.

Networking & Advertising

- Create a strong social media network to promote Win's opportunities.
- Leverage various social media platforms to increase Win's talent pipeline with candidates who are committed to Win's mission, vision and values.
- Create attractive and engaging advertisements and promotions to engage candidates whose personalities and life purpose are aligned with Win's mission.
- Introduce job preview videos as a means of advertising.
- Plan, organize and lead job campaigns and career fairs to draw attraction to Win.

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 enhancements 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.

Building Partnerships

- Maintain professional relationships with colleges, universities, community placement offices and internal stakeholders as prospective sources to attract qualified applicants.
- Partner with temporary staffing agencies as needed.
- Leverage other community partnerships to promote and champion the Win brand.
- Partner with our Advocacy & Research team to identify opportunities in building new partnerships.

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.



Win Talent Acquisition Manager

Required Qualifications:

- Commitment to Win's mission, vision, and values.
- Bachelor's degree in human resources, Business Administration, Organizational Development or other related field, plus three (3) years of talent acquisition management experience.
- SHRM-CP or SCP certification.
- Familiarization with ATS (ADP) and Smartsheets.
- Excellent Microsoft Office skills.
- Bi-lingual, English/Spanish (preferred).
- 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 share 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.