

## TALENT MANAGER POSITION ANNOUNCEMENT

### JOB DESCRIPTION

**STATUS:** Full time

**SUPERVISOR:** VP, Talent & Operations (VPOT)

**DIRECT REPORTS:** 0

**LOCATION:** Remote

**TRAVEL REQUIREMENTS:** < 10%

The Georgia Leadership Institute for School Improvement's (GLISI) secret sauce is our people. We are a team of individuals whose unique perspectives, diverse experiences, and vast expertise make us a go-to partner for school districts' leadership development needs. While rewarding, realizing our mission of more equitable educational experiences for every student in Georgia is also challenging and complex. Doing this work well requires progressive human resources practices that pour into our people in the same way they pour into their work, that grow them as expertly as they grow education leaders across the state, and that push the envelope on "what could be" rather than preserving what has been.

This is where you come in!

The newly created Talent Manager position will play an integral role in influencing the trajectory of GLISI's talent strategies. Specifically, you will be responsible for researching, co-constructing, and managing systems that even better position our people – staff and consultants – to succeed in their various roles. This includes a focus on general HR matters, such as employee life cycle management, employee relations, and employment law. There will also be some exciting opportunities to refine our Total Rewards (i.e. compensation, benefits, equipment, well-being, performance management, professional development).

Interested? Here's what we're looking for:

- You are passionate about helping people achieve their very best, both individually and as a group
- You have experience implementing Diversity, Equity, and Inclusion (DEI) best practices in HR
- You can balance strategic and creative thinking, translating abstract ideas into tactical plans
- You are adept at building trust and rapport within remote and in-person environments
- You are curious about GLISI's work

Don't worry if this doesn't sound exactly like you. Keep reading to learn more about this opportunity.

### KEY RESPONSIBILITIES

Support the design and implementation of HR efforts that communicate and advance GLISI's mission, strategic goals, and equity commitments

### HR Practices

- Regularly review HR practices, procedures, and tools (e.g. annual performance cycle, employee handbook, recruitment and hiring) to ensure compliance with federal, state, and local employment laws
- Collaborate with VPOT to ensure HR practices, procedures, and tools begin with an equity lens
- Partner with supervisors to more deeply embed a “people-centric” approach to HR practices, procedures, and tools

### Talent Management

- Manage recruitment and hiring, including sourcing diverse talent, scheduling interviews, processing paperwork, and creating new employee files
- Serve as a thought partner and collaborator to VPOT on all facets of GLISI’s consultant management life cycle
- Assist staff and supervisors in identifying professional development opportunities aligned to professional/personal goals and organizational needs

### Company Culture

- Expand and nurture GLISI’s culture of Will, Inclusion, Support, and Equity (WISE)
- Prepare monthly, quarterly, annual, and ad-hoc reports, identifying trends and proposing recommendations aimed at continuously elevating the employee experience (e.g. well-being, engagement, and satisfaction)
- Coordinate social, civic, and appreciation events, in collaboration with other team members

## ESSENTIAL QUALIFICATIONS, EXPERIENCE & ATTRIBUTES

- Solid understanding of local, state and federal employment laws
- Strong interest in innovative HR solutions and process improvement
- Ability to act with integrity, professionalism, and confidentiality
- Attitude of service to GLISI’s mission, programs, and staff
- A 4-year degree in human resources, business administration, or other relevant field; or any combination of education and experience that would provide an equivalent background
- Highly proficient in Microsoft Office Suite and Google Workspace
- Excellent written and verbal communication skills

## DESIRABLE ATTRIBUTES

- Ability to work autonomously and collaboratively in a small, fast-paced, multi-tasking, telecommute environment
- Practical familiarity with educational leadership and the work of district and school leaders
- Strong interpersonal, negotiation, and conflict resolution skills

## BENEFITS

- Competitive salary commensurate with experience
- 401(k) plan with company matching
- Medical, dental, and vision insurance
- Life insurance
- Short-term disability insurance
- Long-term disability insurance
- PTO & paid holidays
- Flexible work hours
- [Cool colleagues](#) who balance focus with fun

## APPLICATION INFORMATION

If you are ready to join a hardworking nonprofit organization dedicated to bringing about more equitable outcomes for all students, please send a cover letter, resume, and contact information for three references to [careers@glisi.org](mailto:careers@glisi.org) (include 'Talent Manager' in the subject line) by **5:00 PM on November 12, 2021**.