

## YMCA OF MEMPHIS & THE MID-SOUTH – DIRECTOR OF TALENT ACQUISITION

**Salary range:** \$70,000 - \$75,000 / year

**Click the link to apply:**

<https://app.loxo.co/job/MTAyMDItW1zMWE5ZWYyYcmRqcXprYQ==?t=1722886543040>

### **PURPOSE OF POSITION:**

The Director of Talent Acquisition supports the work of the YMCA of Memphis & the Mid-South, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. Consistent with the Christian mission and vision of the organization, the Director of Talent Acquisition will implement and lead a comprehensive and innovative talent acquisition (sourcing) strategy for the Association.

### **SUMMARY OF POSITION:**

In this position, you will leverage your business acumen, people leadership and consultative problem-solving skills to build trusting relationships with others as you deliver on the following responsibilities:

- Implement a comprehensive and innovative talent acquisition (sourcing) strategy for the Association.
- Provide direction and management for a full cycle sourcing strategy, staffing best practices, while maintaining up to date knowledge of sourcing and recruiting, guidelines, procedures, and trends within the nonprofit industry.
- Enhance the visibility and reputation of the organization in key recruiting markets and communities, while always positioning the organization as an excellent place to work.
- Model appropriate behavior as exemplified in the company's Mission, Vision, and Values.

### **ESSENTIAL FUNCTIONS:**

- Develop and implement a comprehensive strategic talent acquisition plan in collaboration with Hiring Manager and Senior Leadership.
- Provide strategy, oversight, and guidance for the Association's talent acquisition processes.
- Work across all levels of the organization with an emphasis on strategic planning and execution as well as developing a pipeline of talent.
- Manage and develop effective outreach programs and pipeline sources, which includes outreach, sourcing strategy development, national conferences and events, colleges and universities, diverse organizations, professional organizations, and other recruiting sources to ensure sourcing produces a strong and consistent diverse talent pipeline.
- Direct the Association's recruitment function by establishing and implementing policies for recruiting, screening and interviewing individuals to fill organizational roles.
- Develop and maintain a deep understanding of the organization, the market, our competition along with an understanding of our candidate and hiring manager experience to continuously improve every stage of the recruiting life cycle.
- Be able to develop, implement and monitor metrics to assess the overall effectiveness of various recruitment strategies and channels to optimize talent acquisition operations.
- Collaborate with the other functional areas of HR to develop human resources, total rewards and talent management strategies that facilitate internal/external recruitment and retention of employees.

- Drive talent acquisition process improvements and creative approaches to increase quantity and improve quality of hires.
- Working alongside the Marketing department to develop integrated recruitment marketing campaigns (including social media) and implement programs and initiatives designed to elevate our employer brand on all platforms and channels.
- Identify, implement, and monitor best practices related to staffing to increase sourcing and improve recruiting efficiency and quality.
- Influence others and foster working relationships and network both internally and externally.

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS & ABILITIES:**

- 5 years of experience in talent acquisition (recruiting, strategic and diverse sourcing), including at least 3 of those years focused on leading and developing a talent acquisition team.
- Bachelor's Degree in Business Administration, Human Resources or a related field (required)
- Demonstrated proficiency to build and manage high volume recruiting and sourcing processes, including use of social media, marketing campaigns, referral programs, etc.
- Direct experience with effective external partnerships and sourcing strategies, including professional affiliations and diversity outreach for open positions.
- Demonstrated experience in creating sourcing and staffing strategies for high volume, short supply/niche skill sets.
- Proven ability to persuade and influence change.
- The ability to manage and prioritize multiple urgent deliverables and pivot as needed.
- Relationship management: Ability to collaborate cross-functionally, influence the organization at all levels and demonstrated savvy in advising and partnering with senior leaders.
- Creating, managing, and reporting on regular key performance indicators.
- Experience with HR technology including applicant tracking or other relevant systems such as Word, Excel, Outlook, and PowerPoint.
- Multi-state and multi-site experience is required.
- Excellent business and quantitative acumen and demonstrated ability to use data and metrics to drive effectiveness in the recruiting process.
- Proven dedication to the highest level of quality in identifying top talent, providing exceptional customer service, and maintaining an optimal candidate experience.
- Exceptional interpersonal, written, and verbal communication skills.

#### **LEADERSHIP COMPETENCIES - Organizational Leader**

- **Mission Advancement:** Accepts and demonstrates the Association's values. Demonstrates a desire to serve others and fulfill community needs. Builds effective, supportive working relationships and is a supporter of the organization in fund-raising.
- **Collaboration:** Works effectively with people of diverse backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.
- **Operational Effectiveness:** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

- **Personal Growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths, and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**WORK SCHEDULE:**

The full-time work schedule for this position is generally Monday through Friday, 8:00 am - 5:00 pm, though evenings and weekend work may be required.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

- Frequent sitting, walking, and standing.
- Occasional exposure to the outdoor elements in extreme temperatures.
- Prolonged computer use and typing.
- Occasional lifting up to 10 pounds.
- Ability to stand or sit while maintaining alertness for several hours at a time.
- Position may require bending, leaning, kneeling, and walking.
- Ability to speak concisely and effectively communicate.
- Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.
- Ability to view/enter data for long periods of time.

**Reports to:** Vice-President, Human Resources

**Classification:** Full-time

**FLSA Status:** Exempt Job

The YMCA aims to provide quality and safe youth programs for all. We are committed to making a continuous effort to prevent the abuse of children: verbally, physically, emotionally, and sexually. All allegations or suspicions of child abuse are taken seriously and will be reported to the State for investigation with full cooperation from the Association.