

Job Description Director, Talent & Equity Summer 2021

WHO WE ARE

Third Sector is a 501(c)3 nonprofit organization with a mission to transform public systems to advance improved and equitable outcomes for people that engage with human services. We partner with governments, service providers, and their partners to generate positive, measurable outcomes for people they serve using public funding and data. We work alongside communities to help build a future that includes improved educational opportunity, economic mobility, housing stability, and physical and mental health. When our work is complete, organizations entrusted to use public and private funds will have the systems, tools, and data to do more and do better for our communities.

Since 2011, we have worked with more than 40 communities and transitioned over \$1 billion in public funding to social programs that measurably improve lives. Our team of more than 50 employees is united by our mission and our individual and collective commitments toward dismantling systemic racism in the United States.

THE ROLE

We are looking for a highly driven, entrepreneurial, and experienced leader to join our Talent team. The Director of Talent & Equity position is an exciting opportunity for a mission-driven, action-oriented individual to shape and ensure the development of Third Sector's most valuable asset: our team members. You will have the opportunity to support our talent, human resources, and diversity, equity, and inclusion efforts, driving positive outcomes that will enable each Third Sector team member to bring their best self to work in the service of our mission.

Your primary role will be to ensure that Third Sector develops and retains a diverse, high-performing team while ensuring equity and compliance in all our processes. Responsibilities include but are not limited to championing and supporting: HR operations and compliance; recruitment and onboarding; mentorship efforts; management and all staff training; performance management and promotions; benefits and compensation; Third Sector culture; and team satisfaction and retention.

You will set HR and talent goals in consultation with the Talent team and identify internal systems that need improvement to reach those goals. You will work closely with the MD of Talent & Equity, the Talent team, and other Central Office teams as well as Project Directors, Managers, and Associates to design and implement those improvements across Third Sector.

YOUR EXPERIENCE

8-10 years of professional experience

Your passion for people and management of our talent, HR, and DEI initiatives will help to drive the growth of our team and the collective impact of our work with communities. As you execute the below responsibilities, you will need to:

- Have a deep commitment to the principles of diversity, equity, and inclusion,
- Actively listen with an empathetic, open mind, and
- Have a foundation of self-awareness that provides space for continuous learning and growth.

Specific responsibilities include but are not limited to:

- **Recruitment:** Identify and attract diverse, mission-oriented talent by designing and overseeing recruitment initiatives.
- **Benefits and Compensation:** Ensure that competitive and fair compensation and benefits options are given to employees and ensure compliance with federal, state, and local employment laws (EEOC, ADA, FMLA, etc.). Manage wage and salary administration, benefits administration, and employee assistance.
- **Employee Relations and Leaves:** Coordinate and document employee leaves of absence in collaboration with Talent, Finance, and Operations teams; assist with identifying, summarizing, and implementing city- and state-mandated paid leave laws.
- **HR Compliance:** Update company policies and employee handbook as directed. Communicate new/revised policies and procedures to staff as requested. Assist in ensuring compliance with HR laws through policy implementation and updates, employee documentation/files, and process review and improvement. Maintain in-depth knowledge of legal requirements with relevant local and national employment laws related to day-to-day management of employees, reducing legal risks and ensuring regulatory compliance.
- **Onboarding and Orientation:** Ensure new team members have a seamless transition into Third Sector, from acceptance of final offer to their first weeks and months at work.
- **Learning and Growth:** Drive team member growth, inclusion, and continuous learning by designing and executing a professional development program, overseeing our annual staff learning retreat, and administering and improving the annual all staff survey.
- **Performance Management:** Support team member performance by overseeing and improving our career management and mentorship system focused on real-time, 360-degree feedback and experiential growth.
- **Culture:** Champion Third Sector's values and culture, designing and implementing organization-wide initiatives that embed our identity and commitment to diversity, equity, and inclusion in our organization and work.
- **Offboarding & Alumni Network:** Ensure a seamless offboarding process and build and cultivate our alumni network.

The Director of Talent & Equity reports to the Managing Director of Talent & Equity.

YOUR SKILLS AND COMPETENCIES

Our work is analytical, collaborative, and challenging. Successful candidates are creative team players who effectively collaborate with others, are committed to their own learning and growth, and possess the following skills and competencies:

Research, Data Gathering, and Critical Thinking: Ability to independently design and conduct talent-, HR-, and DEI-related research, gather data, structure quantitative and qualitative analyses, and draw actionable recommendations.

Written and Verbal Communication: Strong written and verbal communication skills with an ability to create original written content and deliver verbal presentations in multiple settings.

Leadership and Project Management: Collaborate with staff of all levels on multiple projects and initiatives while managing own workflow and designated work streams independently.

Resourcefulness, Creativity, Initiative, and Thought Leadership: Is excited about building equitable talent systems in an entrepreneurial environment on a limited budget and expanding Third Sector's and the industry's talent, HR, and DEI knowledge base.

Active Listening and Commitment to Equity: An ability to listen with an open mind, develop trusting relationships with external partners and colleagues, and possess a deep commitment to advancing racial equity personally and through our project work.

Learning Mindset: A desire for continuous improvement and a foundation of self-awareness that provides space for learning and growth for you and your colleagues.

HOW WE RECRUIT GREAT TEAM MEMBERS

We use scenario-based exercises throughout our recruitment process to expose you to our work and to evaluate your potential to contribute to our team. Our recruitment process stages are outlined below:

1. Resume/CV submitted for initial screening (see instructions below)
2. Initial conversation with MD of Talent & Equity
3. First round interview with Team Talent
4. Second round interview with Operations and Project teams
5. Professional references requested
6. Third round interview with a member of our Executive Team
7. Offer issued

Note: About midway through the interview process, all candidates will be connected to a Third Sector team member and you will be given the opportunity to ask them any questions you have about their experience working here, their work on internal and client projects, how they've experienced our equity journey, etc. *This conversation will not be used to evaluate candidates in any way.* This conversation is meant to serve as an open and honest opportunity for candidates to learn more about our culture and work environment before progressing to the final stages of the interview process.

We are committed to transparency throughout this process. We understand that interviewing can be stressful and aim to minimize that stress and uncertainty. To give you a sense of timing, steps two through seven above typically take four to five weeks.

This is a full-time position. The FLSA status for this position is exempt with a salary range of \$116,500 to \$138,500. Starting salary is determined by experience level within this range and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life insurance, a 401K plan with a 4% match, technology stipend and technology support services and more.

The intended start date for this position is as soon as possible.

We welcome applicants from anywhere in the continental United States. During the coronavirus pandemic, Third Sector staff are all currently working from home until September 2021. We currently have offices in Boston and San Francisco but living in or being willing to relocate to Boston or San Francisco is not required for this position. If living outside of Boston or San Francisco, this position is completely remote with occasional travel to our Boston and San Francisco offices when it is safe to do so.

Candidates will be reviewed on a rolling basis. This search is being managed by Larnell Vickers Enterprises. Interested candidates should submit a resume/CV to recruitment@larnellvickers.com to apply.