

Job Description

Managing Director of Talent & Human Resources

Spring 2022

WHO WE ARE

Third Sector is a national nonprofit technical assistance organization that advises our government agencies on the best ways to reshape their policies, systems, and services toward better outcomes for all people no matter their race, background, and circumstances. Founded in 2011, Third Sector is a 501(c)3 organization that has worked with more than 40 communities to deploy more than \$1.2 billion of government resources towards outcomes. Third Sector's consulting engagements help government agencies to:

- better use data to understand the impact of their programs,
- improve the way they contract for services,
- allocate resources to support underserved populations, and
- collaborate with community stakeholders and partner agencies to improve services.

Third Sector strives to co-create projects with our partners, understand root causes of inequity, implement data-driven and community-driven solutions, and to set up sustainable systems for continuous improvement to ensure that governments can do this work with their partners after their engagement with Third Sector ends.

Our team of more than 40 employees is united by our mission and our commitment to becoming an anti-racist organization. We have been working to acknowledge, understand, and dismantle the white dominant structures we uphold internally and with our partners. We are identifying and implementing strategies to change our organizational culture and external relationships, including creating space for both multi-racial and affinity-based conversations about our journey and the work ahead.

THE ROLE

We are looking for a highly driven, entrepreneurial, and experienced leader to join our Executive Team. The Managing Director of Talent and Human Resources 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 own our talent development, talent management, and human resources, 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 and high-performing team while creating equitable people operations systems and structures. Responsibilities include but are

not limited to championing, designing, improving, and overseeing: recruitment and onboarding; mentorship efforts; management and all staff training; performance management and promotions; Third Sector culture; and team satisfaction and retention.

You will set talent and HR goals in consultation with the CEO and our Board of Directors, identifying internal systems that need improvement to reach those goals. You will work closely with the CEO, Executive Team, Directors, Managers, and Associates to design and implement those improvements across Third Sector.

YOUR RESPONSIBILITIES

Your passion for people and management of our talent and HR systems will 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 racial equity and DEI,
- 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:

- **Talent Development:** Drive team member growth, inclusion, and continuous learning by designing and executing a professional development program, and administering and improving the annual all staff survey.
- **Talent Management:** Support team member performance by overseeing and improving our career management and mentorship system focused on real-time feedback and experiential growth.
- **Onboarding and Orientation:** Ensure new team members have a seamless transition into Third Sector, from acceptance of final offer to their first months at work.
- **Recruitment:** Identify and attract diverse, mission-oriented talent by designing and overseeing recruitment initiatives.
- **Benefits, Compensation, and Compliance:** Ensure that competitive and fair compensation and benefits options are given to employees and ensure compliance with federal, state, and local employment law (EEOC, ADA, FMLA, etc.).

EXPERIENCE AND SKILLS

10+ years of experience in professional talent development and human resources that includes:

- Proven ability to design and implement a diversity, equity, and inclusion-focused recruitment strategy and to recruit top-quality candidates to build diverse teams.
- Experience defining, running, and overseeing impactful management training and learning and growth programs for professional services teams.

- Success in mentoring and coaching team members, fueling their professional growth and designing and running mentorship programs.
- Independently designing and implementing complex talent and human resources systems, processes, and policies from scratch--or improving existing ones--that have endured and been successfully adopted by stakeholders.
- Is recognized by peers, leadership, and teams as having superior active listening, stakeholder engagement, and communication abilities.

APPLICATION & INTERVIEW PROCESS

We are committed to transparency throughout this process. Once the interview process begins, it typically takes about 4-6 weeks for final decisions to be made and communicated. We will be conducting all interviews on Zoom. Our hiring process includes these steps:

To apply, please submit a resume and cover letter which addresses the following questions:

- What draws you to this position at Third Sector?
- What drives your interest and commitment to talent development in a mission-based organization?
- What relevant accomplishments and skills have you gained from your educational and work experiences?

After an initial conversation with our external recruiting partner (see more below), candidates will meet first with our current MD of Talent, Dynasti Hunt, before moving on to technical interviews with our Talent, Project, and Executive Teams.

Our goal is for finalists to have exposure to our full team, and we will host a Q&A session with all staff (virtually) for finalist candidates. Finalists will also have the opportunity to interview with one or more Board members before we conduct reference checks and move toward an offer letter.

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 client or internal 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.

SALARY AND BENEFITS. This is a full-time position. The FLSA status for this position is exempt with a salary range of \$177,500 to \$204,500. Starting salary is determined by experience level and location. Third Sector also provides competitive benefits including medical, dental, and vision benefits, life and

disability insurance, a 401K plan with a 4% match, technology stipend and technology support services, and more.

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

LOCATION. We welcome applicants from anywhere in the contiguous United States except Alaska. This position is fully remote with occasional optional travel expected. We currently have office space in Boston and San Francisco available for the team to use but living in or being willing to relocate to Boston or San Francisco is not required for this position.

APPLICATION INSTRUCTIONS. This search is being managed by Larnell Vickers Enterprises. Applications will be accepted and reviewed on a rolling basis. Interested candidates should submit their application (including their resume and cover letter that answers the above questions) via the link on our website, which is accessible from our Careers page (<https://www.thirdsectorcap.org/careers/>). Please reach out to our team if there are any accommodations you might need when applying or if asked to be interviewed. Questions about the role or interview process can be directed to talent@thirdsectorcap.org.

At Third Sector, we value diversity, equity, and inclusion. We believe that diversity leads to better solutions for the difficult social challenges we tackle, for the clients we serve, and for the communities we impact. We are committed to providing equal opportunities and approach recruitment in an impartial manner, without regard to an individual's race, ethnicity, color, religion, gender, gender identity, sexual orientation, national origin, disability status, income status or any other characteristic protected by law.

