



## Talent Manager

### **Organization Overview:**

Since its founding in 2004, GreenLight has worked at the intersection of social innovation and community need. GreenLight is focused on identifying the most urgent barriers to economic mobility for low-income residents in our sites and addressing them by selecting and bringing in the country's best social innovations that have proven impact. We do this by running a process in our communities that bring together key local leaders to:

- Identify critical needs
- Find and bring into the community innovative, entrepreneurial social programs that can have a significant, measurable impact addressing those needs, and
- Galvanize local support to help programs reach and sustain impact in the new city.

We have run this selection and importation process 22 times in our sites. Collectively, portfolio organizations across our sites are reaching more than 60,000 individuals annually with proven, life-changing programs. This number is growing exponentially as we add new sites and new portfolio organizations across our sites.

To learn more about the GreenLight Fund, please visit [www.greenlightfund.org](http://www.greenlightfund.org).

### **Position Overview:**

With an expanding network of cities, GreenLight is experiencing an exciting period of organizational growth. A staff-wide strategic planning process has led to planned investments in staffing and internal capacity to respond to current and future organizational needs. The first of those investments is the new position of Talent Manager.

The Talent Manager will be GreenLight's first in-house human resources professional. Initially, the position will focus on talent recruitment as outlined in our strategic plan, adding approximately five new positions over the next year. The ideal candidate will be comfortable performing both tactical human resource functions, as well as strategic efforts to foster the cultural growth of the organization and the development of our staff team.

A chief responsibility of the position is to champion our values, helping us to align how we work and how we behave with what we believe. As an organization committed to social change, we believe that we must have a parallel commitment to building diverse teams and fostering inclusive environments. As we grow and have opportunities to add staff to our work, we will be looking for a blend of diverse experiences, points of view, backgrounds and cultures.

This position is a fantastic opportunity for a results-oriented, entrepreneurial, collaborative human resources professional interested in applying his/her experience to a new role that supports GreenLight's work at the intersections of venture philanthropy and social impact. It's an opportunity to

have a “seat at the table” and partner with the management team to build GreenLight’s human resources capacity during a pivotal stage in our growth and development. This position reports to the Director of Finance and Operations.

The ideal candidate will be a people- and relationship-oriented, organized, comfortable juggling multiple tasks and responsibilities, culturally competent, strong at process management, and a skilled communicator and facilitator/trainer. Essential is experience in and knowledge of talent acquisition and recruitment, hiring and onboarding best practices.

**Responsibilities:**

**Forecasting, scheduling and managing talent acquisition**

- Plan, pace, and order posting and hiring for new key positions to maximize organizational effectiveness and onboarding efficiency
- Manage all aspects of posting, recruiting, assessing, and selecting candidates for open positions
- Develop tools and systems to support site executive directors in filling open local positions
- Oversee the annual posting and selection of GreenLight national interns
- Develop and manage relationships with external search firms as needed

**Onboarding**

- Design and execute a thoughtful and phased onboarding approach for new staff
- Develop tools and metrics to collect onboarding feedback for continuous improvement

**Culture champion**

- Be a champion of diversity and inclusion, inspiring and equipping others to make everyday decisions and actions that create a momentum and deliberate focus on diversity and inclusion
- Lead or co-lead a planned GreenLight Task Force on Inclusion and Diversity
- Be a thought leader within the organization on infusing our values of inclusion and diversity in the way we work and make recommendations and support staff in our evolution and understanding of what it means to live out these values in tangible ways

**Internal professional development and peer learning activities**

- Proactively look for and develop opportunities to spearhead professional development and peer learning activities that respond to staff needs
- Participate in the planning for all-staff, in-person meetings to include cross-staff, cross-site professional development and critical learning and insuring that our core values are infused in all aspects of our time together
- Partner with members of staff in other functional areas on the design and implementation of peer learning and knowledge sharing systems

**Annual performance review process**

- Support management team in defining and implementing performance management procedures including the annual review process, goal setting, and implementation of performance improvement plans

**General**

- Oversee maintenance of personnel files in accordance with GreenLight policies and procedures
- Oversee administration of benefits
- Maintain knowledge of industry trends
- Collect and analyze HR data to improve organizational performance

- Work directly with managers to assist them in carrying out their responsibilities pertaining to personnel and recruitment matters
- Coach and counsel employees and managers about how to demonstrate strong emotional intelligence and empathy while also holding high standards
- Operate with the highest integrity and trustworthiness, including handling extremely sensitive or confidential information responsibly and with respect
- Perform other duties as assigned

**Qualifications:**

- 5-7 years of experience in progressively more responsible HR positions
- Broad HR experience in recruitment, benefits administration, compensation, diversity/inclusion, and professional development
- Previous experience working to operationalize a vision of diversity and inclusiveness
- Strategic thinker with proven ability to develop and implement HR strategies and programs
- Entrepreneurial mindset, flexible, collaborative
- Previous experience working within a small organization that scaled in complexity and personnel preferred
- Ability to create and implement systems to increase efficiency and facilitate processes
- Highly organized, with track record of meeting short- and long-term responsibilities in a fast-paced, deadline-driven organization
- Outstanding ability to plan, prioritize and execute with excellent judgment and efficiency
- Strong administrative, managerial and leadership skills
- Excellent interpersonal, communication, writing and presentation skills
- Strong connection to GreenLight's mission
- Bachelor's degree required, with an advanced degree in business, nonprofit management, public policy, human resources, public administration or other relevant field preferred

**To Apply:**

Please send a resume and thoughtful cover letter, outlining how your skills and experience meet the qualifications of the position and stating how you heard about this opportunity, in PDF format, addressed to Irfan Alibhai, Director of Finance and Operations, at [talent@greenlightfund.org](mailto:talent@greenlightfund.org)

Applications will be reviewed on a rolling basis.

*GreenLight Fund offers a competitive salary and benefits, commensurate with experience and skills.  
The GreenLight Fund is an equal opportunity employer.*