

Senior Director Human Resources & Talent Management

Overview:

The Leadership Academy is a nationally recognized nonprofit organization with a clear mission: to build the capacity of educational leaders, at every level of the system, to confront inequities and create the conditions necessary for all students to thrive. From our genesis as a “disruptor” organization working to bring more women and people of color into the principal ranks through to today, we remain committed to developing leaders with the will and skill to accelerate learning for students who have been disproportionately failed by our nation’s schools, specifically students of color, multilingual students, students with special needs and those living in low-income communities. Since 2003, we have worked with thousands of leaders in more than 200 school systems across 37 states, Washington, D.C., and two countries.

The Leadership Academy actively strives to be an equitable organization with a set of core values and expectations that support our everyday efforts to decenter dominant culture and create an inclusive environment for every staff member especially our Asian, Black, Indigenous, Latinx, and other People of Color staff in clear and transparent ways.

Job Summary:

Reporting to the Learning & Strategy Officer, the Senior Director of Human Resources and Talent Management develops and implements intentional talent management systems aligned to The Leadership Academy’s strategic objectives, values, and internal goals. As a lead member of the organization, they direct all human resource initiatives including, but not limited to, compensation and career lattice policies, benefits and leave; performance and talent management; and employee wellness. They thrive in a collaborative environment, serve on a number of internal working groups and play a key role in advancing the organization’s DEI action plan. They are ready, willing, and able to engage in dialogue about race to support the building of an equitable and inclusive culture.

Duties/Responsibilities:

- Leads and implements all employee life cycle activities and functions
- Develops and executes best practices for recruiting, hiring, onboarding, performance and talent management, and compensation
- Provides human resources counsel to management and staff
- Researches, recommends and implements all benefits packages and related policies
- Ensures all HR-related materials (e.g., policies, job descriptions, calendars, org charts, etc.) are current and accessible
- Conducts research and analysis of organizational trends including review of metrics connected to engagement and retention
- Maintains a deep understanding of organizational culture and actively works to identify opportunities for improvement
- Monitors and ensures the organization’s compliance with federal, state, and local employment laws and regulations; reviews and modifies policies and practices to maintain compliance and advance an organizational culture of equity and inclusion
- Keeps current on trends, best practices, and new technologies in human resources and talent management

Desired Skills:

- Excellent interpersonal skills
- Excellent organizational skills and strong attention to detail
- Excellent verbal and written communication skills
- Strategic and change management experience

- Strong analytical and problem-solving ability
- Proficient with Microsoft Office Suite or related software.

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or related field required
- At least seven years of human resource management experience required
- SHRM-CP or SHRM-SCP highly preferred
- Thorough knowledge of employment-related laws, regulations, and best practices
- Ability to design and implement full-cycle performance management programs

Salary & Benefits:

The starting salary range for this position will be **\$110,000-\$125,000** with comprehensive benefits including a generous paid time off package and employer-funded health/dental/vision plans.

Location:

Though The Leadership Academy is conveniently headquartered in Long Island City, Queens, New York, we are a national organization with many staff working remotely throughout the country. We encourage applications from candidates living outside New York City.

Application Instructions:

Qualified candidates may apply by emailing their resume, cover letter with salary requirements, and all other applicable information to jobs@leadershipacademy.org with (job title (candidate name)) in the subject line. We are interested in finding the best candidate for the job and we would encourage you to apply, even if you do not meet every one of our qualifications listed. If you are unsure whether you meet the qualifications for this position, please feel free to contact us to discuss your application.

The Leadership Academy is an Equal Opportunity Employer

We believe that diversity within our staff contributes to our team's effectiveness to our overall success.