



Senior Recruiting Manager

POSITION SUMMARY: The Senior Recruiting Manager, under the general direction of the VP, Management and Operations, provides direction to the recruitment program to include planning, developing, implementing and coordinating recruitment and selection activities, including employment, implementation of equal employment and diversity programs, policies and procedures, and oversight of recruitment team to accomplish strategic goals and objectives.

This individual also acts as the HR Business Partner, supporting the HR needs of a global team. The ideal candidate should have broad-based, hands-on knowledge of HR with experience in developing and implementing HR policies and company-wide programs. The successful candidate must be able to develop, improve and streamline HR recruitment practices, identify legal requirements and government compliance and risk areas, and assist counsel and advise management in a variety of areas.

This position will be based out of the Washington DC Metro area.

PRINCIPAL RESPONSIBILITIES:

- Independently manage the global recruitment needs for Project HOPE to include support of RFA/RFP response.
- Provide leadership to the recruitment and selection functions by developing plans to meet current and future service needs and coordinating activities with other programs, divisions, departments, outside agencies and organizations to enhance the delivery of service and effectiveness of recruitment;
- Manage core recruitment and selection functions to ensure high quality procedures are in place, which are in line with legislative and Project HOPE policy regarding recruitment and selection;
- Build on existing systems to create HR tools including competency profiles and employment documentation to improve efficiency and develop uniformity across the organization;
- Provide coaching and mentoring services to managers to develop recruitment skills in addition to providing input into the matching of potential candidates to suitable positions. Conduct training sessions for managers and employees on various recruitment, selection and diversity issues, as necessary;

- Identify contingent staff to augment recruiting capacity in times of additional resource needs. Manage contractors domestically and globally.
- Work closely with operations staff to define staffing needs, develop and execute hiring plans;
- Provide advice and guidance to managers concerning recruitment and selection programs, issues and actions that affect the achievement of goals and objectives including diversity efforts;
- Plan and direct the activities of staff concerned with developing sources of qualified applicants, conducting interviews, administering tests, checking references and backgrounds and evaluating applicants' qualifications;
- Work closely with HRIS team to ensure the Applicant Tracking System is functioning at optimum to meet HOPE's needs.
- Responsible for coordination and administration of HR processes to ensure that the orientation and on-boarding process is facilitated upon acceptance of offer;
- Analyze statistical data and other reports involving all aspects of the recruitment and selection function to identify and determine the causes of current and potential problems. Also analyze data to develop and present recommendations for improving recruitment, selection, and retention policies, processes and practices;
- Manage the maintenance of records and compilation of statistical reports concerning recruitment, interviews, hires, job analysis, exams and selection instruments;
- Conduct employee exit interviews including offer of COBRA and communicating vacation payouts provided by the benefits team;
- Manage temporary procurement process for HQ and Health Affairs Journal;
- Assist VP, Management and Operations in developing, implementing and administering human resources policies and procedures relating to employment, company programs and employee relations;
- Provide employee relations supporting managers and employees as both a trusted advisor to managers and employee advocate.

ESSENTIAL SKILLS AND EXPERIENCE:

- Bachelor's degree and significant recruitment experience required (minimum 5 years).
- Prior experience in recruiting in support of US Government contracts, proposals, and awards highly preferred
- Management level experience in HR a plus.

- Demonstrated proficiency and knowledge of recruitment management, selection techniques and requirements of federal, state laws and regulations as they relate to recruitment, and understanding and application of effective interviewing techniques.
- Prior experience in a generalist role with broad responsibility for developing and implementing policies and procedures, working with managers and employees to resolve employee relations issues, and maintaining compliance with legal and governmental requirements.
- Strong verbal and written communication skills, strong interpersonal skills, including customer service and interviewing skills.
- Knowledge of principles and practices of human resources recruitment management
- Prior work experience in an international setting highly desired.
- Ability to communicate effectively orally and in writing.
- Strong analytical and problem-solving skills. Detail-oriented, organized and ability to multi-task in a fast-paced environment.
- Strong skills in Excel, Word, Power Point. Understanding of HRIS and web-based information delivery is desired.
- Excellent interpersonal and communication skills with a demonstrated ability to work well in a team environment and in dealing with top management.

To apply for consideration, please visit our Project HOPE Careers Page using the following link:

<https://projecthope.csod.com/ats/careersite/JobDetails.aspx?id=261>