LOCAL INITIATIVES SUPPORT CORPORATION

Position Description

POSITION TITLE: Human Resources Talent Relationship Manager
REPORTS TO: Vice President, Human Resources
JOB CLASSIFICATION: Full Time/ Exempt
LOCATION: New York, NY

The Organization

What We Do
With residents and partners, LISC forges resilient and inclusive communities of opportunity across America – great places to live, work, visit, do business and raise families.

Strategies We Pursue
• Equip talent in underinvested communities with the skills and credentials to compete successfully for quality income and wealth opportunities.
• Invest in businesses, housing and other community infrastructure to catalyze economic, health, safety and educational mobility for individuals and communities.
• Strengthen existing alliances while building new collaborations to increase our impact on the progress of people and places.
• Develop leadership and the capacity of partners to advance our work together
• Drive local, regional, and national policy and system changes that foster broadly shared prosperity and well-being.

Over the last 40 years, LISC and its affiliates have invested approximately $20 billion in businesses, affordable housing, health, educational mobility, community and recreational facilities, public safety, employment and other projects that help to revitalize and stabilize underinvested communities. Headquartered in New York City, LISC’s reach spans the country from East coast to West coast in 36 markets with offices extending from Buffalo to San Francisco. Visit us at www.lisc.org

ESSENTIAL DUTIES AND RESPONSIBILITIES
The Talent Relationship Manager will work strategically with LISC’s hiring managers to identify, onboard, and help employees to realize their optimal capabilities. A core responsibility of this position is to assist in the sourcing of talent from diverse backgrounds and cultures in order to ensure that LISC is providing equal and unbiased opportunities for all potential candidates. Ensure all talent is welcomed and fully on boarded.

The Talent Manager works with staff to identify and develop the skills needed to effectively engage, motivate and retain employees on an ongoing basis.
- Facilitates the recruiting process for open positions at LISC; increasing organizational diversity by designing efficient and inclusive hiring strategies.
- Maximizes diversity outreach by training LISC hiring managers on recruiting policies and procedures.
- Ensures that all recruitment efforts and processes are demonstrably inclusive and unbiased.
- Acts as an integral agent to drive cultural change, which supports talent acquisition initiatives.
- Employee Relations: serving as a proactive advocate for ethical, compliance and integrity requirements by presenting and implementing fair, creative and effective solutions to challenging workplace issues.
- Works with the Finance department to ensure hiring needs meet budgetary approvals.
- Facilitates effective employee relations.
- Processes and tracking job applicant submissions; posting and managing job description databases and advertising budgets.
- Manages the initial onboarding for all new hires.
- Works with staff to assess their professional development needs throughout their employment cycle.
- Develops new strategies and programs that attract candidates.
- Works closely with hiring managers to share best practices and provide assistance on critical needs.
- Performs additional duties as assigned.

MINIMUM QUALIFICATIONS
- Bachelor’s degree from an accredited college or university is required. Preferably in Human Resources.
- SHRM Certified Professional (SHRM-CP) or Senior Certified Professional (SHRM-SCP) credential preferred. SHRM’s Talent Acquisition Specialty Credential a plus.
- Minimum five (5) years talent management and recruiting experience with a focus on diversity and equity.
- Minimum five (5) years recruiting experience with a mid-size multi-state organization with 500+ employees.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- Expertise in employee relations.
- Excellent understanding of recruitment processes.
- Proficiency in using applicant tracking systems (ATS)
- Good knowledge of candidate selection methods.
- Team player.
- Excellent verbal and written communication skills.
- Excellent interpersonal and customer service skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Self-starter, ability to work independently as well as collaboratively.
- Proficiency in Microsoft Office Suite

COMPENSATION
LISC offers a competitive salary and excellent fringe benefits.
To apply, please send a cover letter and resume via email to employment@lisc.org

LISC IS AN EQUAL OPPORTUNITY EMPLOYER
COMMITTED TO DIVERSITY, EQUITY, INCLUSION, AND JUSTICE