

Position: Director, Talent (HR)**Location:** Philadelphia, PA**Remote Status:** Hybrid**Job Id:** 297**# of Openings:** 1**The Opportunity**

The Director of Talent (Human Resources) will have primary responsibility for managing the organization's talent lifecycle, including: Recruitment & Selection, Onboarding, Staff Evaluation, Professional Development and Off-boarding of Employees, as well as serving as the in-house point person for all HR, compliance and employee relations matters. This individual will work closely with members of the leadership team, hiring managers and staff to handle the day to day needs related to the staff experience, elevating issues and concerns to senior leaders as needed. The Director will be critical to the refinement and maintenance of current Talent initiatives. **This role is a full-time role with expectations to report in-person three (3) days per week.**

You'll help us to achieve:

- A fully-staffed organization that meets the programmatic and operational needs of the organization
- A strong organizational culture that engages, supports, and develops staff to deliver high-impact services to our students.
- Maintenance and improvement of existing systems and processes that support employees in accessing resources, information and processes related to their Heights experience
- A high quality hiring experience that attracts a diverse pool of candidates to opportunities at Heights.
- Strong collaboration with other administrative departments in the organization to enact seamless workflows from Talent to Finance, Administration and Advancement.

What You'll Do

- Provide direct management to Manager Talent and HR consultant
- Develop and implement plans to address organizational staffing needs by working with Senior Leadership, Managing Directors, and Directors to identify program needs, complete cost projections, and identify potential efficiencies that still lead to impact for students.
- Implement and refine Heights's recruitment process, which engages candidates for full-time, part-time and seasonal positions, to ensure we are fully staffed to maintain high quality services to students
- Coordinate all aspects of employee onboarding, orientation, and offboarding.
- Provide training and coaching to hiring managers to ensure their screening processes align to organizational workflows, and to candidate-friendly practices from the field.
- Lead Senior Leadership Team, Managing Directors and Directors in creating practices, policies, and supports to ensure the long term success of our employees and for a diverse workforce that is reflective of the communities and the city of Philadelphia.
- Provides empathetic support to employees and/or managers who need support navigating organization policies (leaves of absence, FMLA, legal, EAP-supported)
- Address, document and resolve employee and labor relations issues in a timely manner, engaging the President and Chief of Staff when appropriate.
- Provide guidance to the President and Chief of Staff regarding policy changes that ensures the organization is compliant with state and federal regulations across various employee types.
- Maintain up to date the organization's employee handbook.
- Maintain up to date records for each employee via our employee management system (Paycor)
- Provide training and resources to build understanding and confidence in talent practices or processes.
- Center equitable pay practices in setting and managing compensation for employees
- Collaborate with the President, Chief of Staff, Director of Administration and brokers in the renewal and rollout of the organization's benefits annually.
- Collaborate with the Director of Administration in the implementation of employee benefits, including health insurance, retirement benefits and leave-related benefits
- Interface with Admin and Program teams to share appropriate data, align on workflows and to inform cross-functional team priorities
- Work as part of a cross-functional team to implement a strong employee professional development program that creatively leverages staff time and organizational resources.
- Administer twice-annual Heights staff climate/engagement survey, collect and analyze findings and suggest changes as needed.

- Oversee the staff evaluation process, ensuring each employee has an evaluation twice annually. This is administered via our employee management system, Paycor.
- May be asked to perform additional duties not listed in the job description as required by business needs.

What You'll Bring

- Bachelor's Degree required, Master's degree in human resources, business administration or related field preferred
- 5+ years of experience working in an HR, Talent or People function with progressive responsibility, with a minimum 2 years experience with significant functional responsibility or leadership within the team.
- At least two years experience managing others
- PHR, SHRM-SCP or SHRM-CP preferred but not required
- Technological fluency, with familiarity with Google Suite Applications and experience with use of Talent systems (HRIS, Applicant Tracking) to maintain accurate records for current and prospective employees
- Broad knowledge of the talent life cycle, including recruitment practices, evaluation processes, compensation, labor relations and staff training/development
- Comprehensive knowledge of labor and employment laws and regulations and their administration and application, including FMLA, Workers Compensation, ADA/Accommodations, and related policies.
- Prior experience designing, developing and implementing organizational policies
- Strong interpersonal skills, with demonstrated ability to build positive and productive relationships within an organization
- Experienced in effectively communicating ideas, strategies, policies and content (via training), both verbally and in writing.
- Experience navigating sensitive personnel issues confidentially, in alignment with labor laws and our organizational handbook, with a sensitivity that aligns with our organization's values.
- Adept at managing multiple priorities, both independently and in collaboration with others in the organization, delivering results.
- Strong problem-solving skills, anticipating challenges, identifying issues, and implementing effective solutions.

In addition to your experience, expertise and strengths, you must meet PA State background check requirements [PA Criminal, PA Child Abuse and FBI Fingerprint Check] at hire and every five years thereafter. You'll also need to adhere to COVID safety guidelines as required by the Department of Human Services and/or the School District of Philadelphia.

Compensation & Benefits

The salary for this position, which depends on prior work experience and our assessment of your demonstrated fit for the role, will likely be between \$90,000 - \$110,000. Heights offers competitive base salaries based on the Philadelphia market among not-for-profit organizations of similar size, with opportunities for salary growth over time. We believe in compensating staff members fairly in relation to each other, their qualifications, and their impact on behalf of the organization, and take internal and external equity seriously. You will have an opportunity to discuss salary in more detail after you begin the application process.

Heights offers a full benefits package designed to support employee wellness. This includes:

- Generous medical, dental & vision insurance for employees and eligible dependents, which cover 90% of costs for employee coverage
- Paid time off including 17 personal days, 6 sick days, 12 federal holidays and 2 floating holidays, and two (2) week-long office closures, one at the end of the calendar year and another in spring.
- Twelve (12) weeks of paid parental leave to support new parents
- Provision of a technology stipend to offset internet and cell phone costs
- Short and long-term disability coverage
- Monthly professional development days and resources for targeted professional development opportunities
- 401(K)-retirement savings plan with an employer contribution

Work Arrangements

Heights Philadelphia currently maintains a hybrid work environment where staff work from home, in our Center City office, and on-site with school partners, as determined by the staff member's or team's responsibilities. We also prioritize time together as an organization - living in our value of succeeding together. All office-based Heights employees spend Wednesdays in-office in Center City, building community at our monthly staff professional development days and via our virtual staff meetings.

Pay Range: \$90,000 - \$110,000 per year

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