



The Children's Aid Society

www.childrensaidsociety.org

POSITION SPECIFICATION

POSITION	Director, Talent Management & Human Resources
ORGANIZATION	The Children's Aid Society (http://www.childrensaidsociety.org/)
LOCATION	New York, New York
REPORTING RELATIONSHIP	The Director will report to the Vice President of Strategy and Excellence.

ABOUT THE ORGANIZATION:

The mission of The Children's Aid Society is to help children in poverty to succeed and thrive. The Children's Aid Society provides comprehensive support to children and their families in targeted high-need New York City neighborhoods. Since its founding in 1857, The Children's Aid Society has launched innovative and effective programs that have revolutionized the face of social services. The *first* free school lunch program, the *first* family foster care programs, the *first* industrial school for poor children, the *first* day care program for working mothers, and the *first* visiting nurse service – were all Children's Aid initiatives.

Each year The Children's Aid Society touches the lives of more than 70,000 children and families in more than 40 locations. In addition, the National Center for Community Schools and the CAS-Carrera Adolescent Pregnancy Prevention Program serve tens of thousands more nationally. With an annual budget of \$102 million and nearly 2,000 staff, The Children's Aid Society is one of the largest social service providers in the US.

THE CHILDREN'S AID SOCIETY TODAY:

Appointed CEO in October 2009, Richard R. Buery, Jr. is a dedicated leader who is committed to improving educational opportunities and life outcomes for young people in America's most disadvantaged communities. Under Buery's leadership, The Children's Aid Society has renewed its commitment to excellence by clarifying its priorities and focusing on its ability to measure the impact of its work. In this way, it can ensure that it is investing in those strategies that will have the greatest impact on alleviating poverty for the children and families it serves.

Working closely with the senior leadership team, the Director, Talent Management & Human Resources will be a key driver of the people-related initiatives to help the organization to move forward in this very deliberate way, while continuing to help improve the lives of the children, families, and communities it is so honored to serve.

ABOUT THE OPPORTUNITY:

The new Director will lead The Children's Aid Society's efforts to continue to attract, develop, and retain the best nonprofit workforce in the country and further enable the organization to deliver high-quality excellence in service. He/she will serve as the head of human resources and will oversee a comprehensive human resources and people development department, managing a team of 5-7.

This is a one-of-a-kind opportunity to institute and direct "best practices" human resources to help a thriving, longstanding organization achieve a higher level of effectiveness for the children, youth and families it serves.

Key responsibilities include:

Strategic Planning:

- Collaborate with senior leadership team to set HR strategic direction and operational plans;
- Analyze, assist and advise the staffing plans and drive a comprehensive people management agenda; and
- Create a performance-based culture.

Recruitment and Onboarding:

- Develop and lead an organization-wide strategy for recruiting and onboarding a high quality and diverse workforce;
- Cultivate interdisciplinary relationships that enhance The Children's Aid Society's reputation as an employer of choice across sectors; and
- Implement effective processes for staff screening and selection.

Performance/Talent Management:

- Develop and oversee a system of effective performance reviews, which links individual performance to organizational outcomes, values and core competencies;
- Identify the core competencies required for excellent performance in each position; and
- Establish succession planning strategies for identifying, developing, and promoting high-potential and high-performing staff.

Training and Development:

- Oversee the planning, implementation and resource development for staff training;
- Design and deliver effective training to staff in key competency areas; and
- Provide specialized training for managers and prospective managers.

Employee Relations:

- Counsel and coach managers on employee related issues and promote an engaged and positive culture;
- Appropriately investigate and resolve grievances and complaints; and
- Establish effective mechanisms to receive and act on staff feedback.

Compensation and Benefits:

- Manage the annual compensation process, partnering with senior leadership team to determine annual salary increases, promotions and other compensation decisions; and
- Oversee vendor negotiations and monitor benefits to ensure that they are cost effective and support employee needs.

General HR Administration:

- Direct and execute other day-to-day operational HR functions including labor and union relations, compliance and personnel administration.

QUALIFICATIONS AND EXPERIENCE:

The successful candidate will be a highly accomplished leader and manager, with a deep commitment to youth and the social change mission of The Children's Aid Society.

The new Director, Talent Management & Human Resources is a well-rounded human resource generalist who is able to drive the key priorities of the organization. He/she is a smart, innovative and flexible manager able to engage, collaborate with and

effectively advise the talented and dedicated diverse staff. Further, he/she thrives on being a strategic and analytical partner to a dynamic and complex organization.

As a professional, the successful candidate will have:

- At least 8 years of progressive human resources leadership experience, in a majority of the key functional areas of recruiting, performance/talent management, training and development, employee relations and/or compensation and benefits;
- Well-honed people management skills, poised and capable of gaining the trust of the leadership and the employees while influencing positive organizational outcomes;
- Strong problem-solving skills, with a track record of implementing new initiatives with successful outcomes;
- Excellent judgment and listening skills, with the ability to handle confidential and sensitive issues with diplomacy, discretion and integrity;
- Clear and effective communication and coaching skills;
- Strong project management and operational experience; and
- Familiarity with the New York City nonprofit and philanthropic community.

As a person, the successful candidate will be:

A Leader: Strategic with the ability to drive creative organizational improvements and people decisions;

An Advisor: Intuitive and sensitive with the ability to leverage a flexible personal style to build consensus, develop relationships and manage others;

A Decision-maker: Thoughtful with the ability to break problems into component parts, and analyze difficult situations effectively to arrive at successful solutions;

A Do-er: Highly resourceful with the ability to efficiently juggle and accomplish a wide array of projects; and

An Advocate: Connected to and passionate for today's youth and underserved communities.

EDUCATION:

Bachelor's degree is required, advanced degree a plus.

COMPENSATION:

A competitive compensation package will be offered.

For more detailed information about the organization, please go to:

<http://www.childrensaidsociety.org>

The Children's Aid Society is an Equal Opportunity Employer and encourages candidates of all backgrounds to apply for this position.

CONTACT:

The Children's Aid Society seeks nominations and applications for the Director, Talent Management & Human Resources position. Please email cover letter and resume in confidence to:

Josie Sandler, josie@sandlerassociates.org
Arlene Rado, arlene@sandlerassociates.org
Sandler Search Associates
880 Third Avenue, 16th Floor
New York, NY 10022
Web site: www.sandlerassociates.org