



## Associate Director, Talent

Boston, MA; Austin, TX; San Francisco, CA; or Washington, D.C.

### About Us

Social Finance is a national impact finance and advisory nonprofit. By working with the public, private, and social sectors, we create partnerships and investments to measurably improve lives. In the past decade, we have mobilized over \$225 million to help more than 35,000 individuals realize improved outcomes in education, economic mobility, health, and housing.

We are driven by the belief that social and economic systems should enable all people to thrive, and the conviction that we can create the most meaningful and measurable change in our communities when governments and markets work together. Our organization is built upon four core values:

- Putting people first
- Focusing on results
- Demonstrating the highest standards of integrity and accountability
- Building enduring cross-sector partnerships

And it is strengthened by a commitment to [diversity, equity, and inclusion \(DEI\)](#).

We work across three core practice areas: Impact Investing, Impact Advisory, and Field Building. Through our Impact Investing portfolio, we develop and manage innovative investments, including the [Career Impact Bond](#) and the [Social Impact Bond](#). In our Impact Advisory practice, we work alongside impact-focused leaders to implement outcomes-oriented approaches. And in our Field Building work, we share firsthand learnings and best practices to catalyze social impact in the field. Across all our work, which spans the public, private, and social sectors, we continually challenge ourselves and our partners to use funding and data in innovative ways to create lasting impact.

## **The Opportunity**

We are seeking a skilled, versatile and empathetic HR professional to manage a number of important HR functions within a growing and productive Talent Team – staffing, recruiting, employee recognition, internal communications, and other special HR projects. Responsibilities will include, but are not limited to, the following:

### Staffing (50%)

- Partner with Director, Staffing & Talent Management, and other members of project leadership to project and anticipate all staffing needs; advise and influence on project scope and ideal team composition
- Strategically design and recommend to Senior Team proper project staffing to align with project scope, workplans and any specialized skill sets, as well as team member development goals; run recurring staffing meetings to recommend and confirm staffing assignments
- Regularly meet with team members and Development Managers to understand project experiences, anticipate capacity changes, and understand and track career and skills-related goals; proactively communicate with team to ensure new project assignments are well understood prior to kick-off, and support and coordinate approved staffing assignment changes whenever appropriate
- Partner with Director, Talent Acquisition to inform hiring targets and pacing based on projected project needs and team capacity (real-time during year as well as at year-end for forecasting)
- Ensure regular reporting to Management Team, Board and team on staffing landscape and projections

### Talent Acquisition (25%)

- With Director, Talent Acquisition, manage a portfolio of open roles across generalist and functional teams (Administrative, Finance, Legal, Communications, Talent and Partnerships & Strategy)
- With support from Director, Talent, manage full cycle of recruiting for select positions, including: posting job descriptions, sourcing candidates, screening applications, conducting interviews, preparing for and managing interview debriefs, preparing offers (with assistance of Associate, Talent) and managing the post-offer sell process
- Establish relationships and act as primary point of contact with third-party recruitment agencies

- Leveraging ATS, collect, track, and analyze recruiting and hiring metrics, such as demographic data to tie back to DEI goals, sourcing information to ensure best leveraging of platforms, pass-through rates across candidates, time to fill and general recruiting pipeline statistics; synthesize findings to share at regular intervals with senior leadership

#### Other HR Special Projects (25%)

- Serve as back-up to Directors, Talent as needed (Staffing, Talent Acquisition, Performance Review process)
- With the support of the Senior Assistant, Talent, serve as advisor and thought partner for team building, appreciation and culture initiatives, including birthdays and anniversaries, life events, honors and awards, departures, gratitude, etc.
- With the rest of the Talent Team, Partnerships & Strategy Team and Communications Team, manage internal communication initiatives surrounding weekly Team Meetings, Offsite and year-end planning, culture initiatives, business changes and innovations and other matters that impact the employee experience
- Time permitting, assist VP, Talent and Directors, Talent with special projects involving organizational design or change

## **Qualifications**

- 5-7 years of HR experience in consulting or professional services space
- Ability to manage multiple streams of work within HR
- Deep experience with staffing and recruiting
- Strong project management skills
- Ability to thrive in a fast-paced environment and adapt to changing business needs
- Excellent interpersonal communication skills including public speaking
- Strong organizational and execution skills; leadership and impact skills; creative and innovative; a quick thinker
- Advanced knowledge of Microsoft Word, Excel, PowerPoint, and Outlook
- Commitment to enhancing a team culture of inclusion, belonging and equity
- The following are not required, but would be considered as a plus for your candidacy:
  - Experience in or with the systems we seek to impact

- Experience in working with an Applicant Tracking System (ATS)

## Benefits

At Social Finance, we strive to deliver a benefits program that will enhance our overall value proposition to employees. Our current benefit offerings include:

- Comprehensive health care coverage: medical, dental and vision insurance; flexible spending accounts; Employee Healthy Actions programs and more
- Retirement savings plan with employer contribution
- Short-term, long-term and life insurance policies
- Commuter benefits and cell phone reimbursements
- Hybrid work model (in office three days per week, work from home two days per week and on an ad-hoc basis as needed)
- Dedicated budgets for team building and employee recognition
- Annual budget for external professional development opportunities
- Mentorship and onboarding programs
- Collaborative and energizing workspaces in downtown Boston, San Francisco, and Austin
- Paid vacation and paid holidays (with 12/24-1/1 off every year)
- Paid parental leave
- A truly stellar team of high performing, values-driven and fun (!) professionals

## Application

Applicants must be permanently authorized to work in the United States on a full-time basis. Please send a cover letter and resume to [hire@socialfinance.org](mailto:hire@socialfinance.org) (Subject line: Associate Director, Talent). Further sample work product may be requested during the interview process. Review of applications will begin immediately. No phone calls please.

*Please note that, at this time, to be in-person at a Social Finance office, client location or Social Finance-sponsored event, you must be fully vaccinated against COVID-19.*

*Social Finance, Inc. is an equal opportunity employer, and all qualified applicants will be afforded equal employment opportunities without discrimination because of actual or perceived race, color, national origin, sex, age, religion, creed, disability, marital status, citizenship, ancestry, personal appearance, sexual orientation, gender identity or expression, political affiliation, military status, status as a protected veteran, genetic information, or any other legally protected status.*