



# Associate, Talent

Boston, MA

## About Social Finance

Social Finance is a 501(c)(3) nonprofit organization dedicated to mobilizing capital to drive social progress. We bring uncommon partners together around a common purpose: to measurably improve the lives of those in need. We were founded in 2011 to build innovative public private partnerships to catalyze measurable and lasting social change. Since then, we have launched projects that mobilized ~\$150M to support social outcomes.

Throughout our work we strive to uphold our commitment to our values – people, performance, integrity, and collaboration – and to principles of [diversity, equity and inclusion \(DEI\)](#).

Our services (social investment, advisory and field building) are grounded in core principles of: clearly-defined outcomes, data-driven decision making, cross-sector partnership, strong governance and accountability, and catalytic capital for impact. Our social investment teams work with cross-sector partners to design, launch, and manage [Social Impact Bonds](#) and [Career Impact Bonds](#). Our advisory practice partners with governments, philanthropy, and nonprofits to implement outcomes-oriented approaches. The Field Building initiative helps advance innovating funding approaches through market education, publications, events, and research. Across all our work we aim to address the most pressing social challenges in the following areas: Children and Families, Criminal Justice, Education, Economic Mobility, Environment, Health, and Homelessness.

## Role and Responsibilities

The Associate, Talent will be an integral part of the Social Finance People team. In this position you will juggle numerous items, own and drive initiatives, and be challenged to formulate creative solutions to streamline our talent and people processes and help the team deliver better outcomes for our clients and project participants. You will excel in this role if you have an entrepreneurial mindset and are excited by the idea of tackling high impact, firmwide goals in a team environment. The Associate, Talent will play a key role in developing efficient processes and coordinating Social

Finance's organizational systems. Reporting directly to the Vice President, Talent, the Associate, Talent will gain valuable experience, and build skills and knowledge in a variety of functional areas within nonprofit management. Responsibilities may include, but are not limited to:

**Human Resources Administration:**

- Process new hire paperwork and coordinate onboarding.
- Assist in selection of benefits and rollout of open enrollment
- Administer employee benefits and support development of payroll.
- Be available to employees to answer benefits related questions as needed.
- Manage employee engagement, HRIS, performance management and other people systems.
- Assist in the design of employee engagement programs.
- Provide administrative and operational support to ensure organization's HR and people processes runs smoothly.
- Other projects as assigned.

**Recruiting:**

- Manage the recruiting pipeline and candidate experience from application through offer. Work with the rest of the recruiting team to create an exceptional candidate experience that is both equitable and inclusive and designed to attract a diverse pool of candidates.
- Draft and post job descriptions on various job boards and respond to candidate inquiries.
- Manage LinkedIn recruiter tool for active recruiting efforts.

**Performance Management:**

- Administer the bi-yearly performance review process.
- Make suggestions to streamline processes and work towards a system that is focused on employee development.
- Participate in trainings as needed on goal setting, professional development, and other employee trainings.
- Answer employee questions and elevate concerns to VP, Talent as needed.

**Learning & Development:**

- Help design and administer firm wide training programs focused on employee development
- Own professional development program and assist employees in finding development opportunities.
- Research and recommend potential training opportunities for specific roles and levels

## Qualifications

- 2-3 years of professional work experience as an HR Generalist or similar role, ideally in a professional service, nonprofit or social enterprise.
- Superior organizational skills and attention to detail.
- Commitment to excellence and accuracy, with an ability to manage multiple competing priorities simultaneously.
- Willingness to constructively express contrary points of view and seek consensus among strong, independent thinkers.
- Capacity to work independently while collaborating with teammates tirelessly
- Sense of humor and flexibility to regularly incorporate the feedback of others into work processes.
- Ability to manage multiple, detailed projects and drive toward deadlines.
- Excellent verbal and written communication skills.
- High level of interpersonal maturity, poise, and professionalism.
- Command of Microsoft office suite and demonstrated comfort with new technologies.  
Experience with an ATS is a plus.

## 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
- 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 currently authorized to work in the United States on a full-time basis. Send cover letter and resume to [hire@socialfinance.org](mailto:hire@socialfinance.org) (Subject line: Associate, Talent). Review of applications will begin immediately. No phone calls please.

*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.*