

The United Planning Organization (UPO) is the designated Community Action Agency for Washington, District of Columbia, and has served the residents of the District since 1962. Our **Vision** for the future is “UPO’s Washington: A city of thriving communities and self-sufficient residents.” Our **Mission** is “Uniting People with Opportunities.”

All qualified applicants are encouraged to apply for this position or any other position currently advertised on our website. Please visit us at www.upo.org to view all of our vacancies and to learn more about our company and services.

POSITION: Director, Talent Acquisition and Development Division
DIVISION/OFFICE: Talent Acquisition and Development
BULLETIN No: 12072022
SALARY RANGE: (Commensurate with Experience)
OPENING DATE: July 14, 2022
CLOSING DATE: Open until filled
FIRST SOURCE: N/A

MAJOR DUTIES:

Lead the Talent Acquisition and Development Division’s recruitment and talent development team in the utilization of data analytics to attract high quality talent. Assess regional pay parity, and implement progressive staff development, coaching and evaluation approaches to advance ongoing professional growth in support of UPO’s business needs. Provide dynamic, strategic planning and direction on attracting and developing staff members in support of UPO’s mission and talent needs.

BRIEF DESCRIPTION:

Set and implement organization-wide talent acquisition strategy, programs, and initiatives for identifying, engaging, and hiring the best talent. Provide leadership and manage, coach, develop, and maximize the recruitment team to deliver excellent recruiting, development, and employee engagement services, communication, and outcomes. Lead the development and execution of innovative and cost-effective recruiting strategies, plans, processes, and initiatives for the organization, including identifying workforce trends, reducing number of open positions, reducing days to fill positions, as well as reducing overall turnover. Build strong workforce analytics utilizing competitive intelligence tools and metrics to identify future tools that will effectively track and measure current and future employee experience activity, progress, and results. Lead overall accountability for the organization’s talent acquisition strategy including external recruitment marketing, onboarding, and talent planning to leverage, educate, and support hiring managers. Collaborate with the internal communications team in the development and effective deployment of strategic recruitment marketing campaigns. Ensure team works closely with hiring managers to ensure effective onboarding and integration of new hires. Oversee the creation and implementation of strategies, programs, and initiatives to address knowledge and skill gaps, as well as employee engagement, morale and retention. Ensure compliance obligations in hiring and selection standards are met (DOES, DOL and EEO) and ensure all credentialing information is correct and obtained. Utilize HR technology systems to create organizational efficiencies in recruitment, evaluation, and development of agency talent.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Business, Human Resources, or a related field; 7+ years related experience in human resources, staffing and recruitment, leadership, and organizational development. Demonstrated ability to forge partnerships leading to strategic talent acquisition. Experience using HR data analytics and HRIS systems. Proficiency in MS Office, applicant tracking, and talent management systems required. Must possess strong written or oral communication skills. Must have ability to present outcomes and promote to various audiences. Ability to supervise and manage projects, budgets, and meet deadlines. Must be accountable for the goals and outcomes.

Must be able to work sensitively and effectively with individuals of diverse educational, socio-economic and cultural backgrounds.

DESIRED QUALIFICATIONS:

Minimum qualification plus advanced degree in related field preferred; 10+ years' progressive experience in human resources/talent management; 5+ year's professional experience in non-profit field. Certification such as SHRM-CP, SHRM-SCP or related certifications. Demonstrated proficiency in ADP HR recruitment module. Advanced decision-making and problem-solving skills and demonstrated project management experience strongly desired.

OTHER REQUIREMENTS:

In the event that an offer is extended, the selected candidate will be required to successfully complete a criminal background check and/or FBI fingerprinting, as well as pre-employment drug screening, as applicable for the position.

Special notice to all applicants:

In accordance with the Mayor's Order (see reference below), every UPO employee, except for those with a medical or religious exemption, must be vaccinated by September 19, 2021. UPO abides by the requirements of all Mayor's Orders regarding COVID-19 Vaccinations; the Orders relate to the program under which you will work. **Mayor's Order 2021-099 - COVID-19 Vaccination Certification Requirement for District Government Employees, Contractors, Interns, and Grantees.**

ALL VISITORS TO UPO FACILITIES:

Must Wear a Mask While on UPO Premises;

Must Practice Social Distancing; and,

Will Be Subject to Temperature Scanning Upon Entering UPO Facilities

To be considered for this position:

Submit your cover letter and resume to the Career Center Online [Apply Here](#)