

Gleaners Community Food Bank of Southeastern Michigan Job Description

Job Title: Manager, Talent Development
Reports To: Vice President, Administration
FLSA Status: Exempt
Department: Administration
November 2020

This position manages and coordinates organization-wide efforts to ensure that performance management programs are developed and managed with a focus that sets priorities for improvements aligned to ongoing strategic objectives. This position will also conduct full life cycle recruitment in sourcing the best talent for Gleaners Community Food Bank, as well as maintaining effective programs for retention, promotion, and succession planning. This position will also be responsible for the organization's employee development and training program.

Essential Duties and Responsibilities

- Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates.
- Ensure that organization-wide talent management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness.
- Develop, initiate, and maintain effective programs for workforce retention, onboarding, promotion, and succession planning.
- Manage the maintenance and execution of the performance management system, including current job descriptions and performance evaluation instruments.
- Provide professional expertise and support in the design, development and implementation of the talent review process that is required to achieve business goals and results in the creation of an internal bench of top talent.
- Collect, analyze, and maintain data gathered to inform targeted leadership development (e.g., succession planning).
- Conducts annual training and development needs assessment; develop, initiate, and maintain a comprehensive program based on assessment results.
- Trains and coaches managers, directors and other leaders involved in employee development efforts.
- Works with managers, directors, and other leaders to develop strategies related to maintaining an environment of equal employment opportunity and diversity in support of Gleaners' diversity and inclusion objectives.
- Maintain a keen understanding of training trends, developments, and best practices.
- Supports Human Resources as needed.
- Demonstrate and support the Gleaners mission, vision and values throughout all professional responsibilities and activities.
- Other duties as assigned.

Scope of Position:

Budgetary Responsibility: Low
Personnel Responsibility: Low
Access to Confidential Info: High
Supervisory responsibility: Low

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Skills/Abilities:

- Superior verbal and written communication skills.
- Proficient with Microsoft Office Suite.
- Excellent interpersonal, counseling, and negotiation skills.
- Strong presentation skills.
- Excellent leadership skills.
- Strong analytical and critical thinking skills.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- Ability to design and implement full-cycle performance management programs.

Education and Experience:

- 5+ years of broad HR experience including talent management and performance management.
- Recent experience recruiting in multiple discipline areas and levels, including hiring for nonexempt, exempt and leadership positions.
- Bachelor's degree in Human Resources or related field.
- Experience designing, developing, and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, etc.
- Experience in working with applicant tracking systems and affirmative action plan requirements.