



Position: HR & Talent Manager
Department: Operations
Reports to: CFAO
Date: April 14, 2021

While Federation's team is currently working remotely, candidates should be located in or willing to relocate to the Greater Washington (DC, MD, and Northern VA) region.

Organizational Vision, Mission, and Function

The Jewish Federation of Greater Washington envisions an open, connected, and vibrant Jewish community that cares for each other, fosters Jewish learning and journeys, embraces Jewish peoplehood and Israel, and acts as a force for good in the world. As a mission-driven non-profit organization, we work to inspire, build, and sustain vibrant Jewish life in a changing world by mobilizing our community in common purpose, intentional innovation, and effective action. Learn more at shalomdc.org.

Position Overview

Working under the supervision of the Chief Financial & Administrative Officer, the HR & Talent Manager is primarily responsible for Federation's full-cycle talent acquisition and management activities. This includes the coordination, planning, and execution of day-to-day recruiting, onboarding, and ongoing performance management activities. This person will also assist in managing essential Human Resources operational activities, including employment, compensation, benefits, employee services, legal compliance, and staff corrective action.

The salary range for this position is \$80,000 – 90,000.

Primary Responsibilities

Talent Acquisition

- Responsible for full life cycle of talent acquisition.
- Develop and implement organization-wide recruiting strategy in partnership with hiring managers, including position design and candidate sourcing strategies.
- Execute all phases of the recruitment process including candidate recruitment, initial screening, facilitating team interviews, reference check and background checks and new employee onboarding.
- Build pipeline of potential candidates through networking efforts

Talent Management

- Align as a thought partner with the Executive Team and organizational managers on day-to-day performance and employee relations issues.
- Design and execute annual performance management strategies.
- Coordinate and implement continuing education opportunities for professional staff.
- Develop training for managers and provide coaching on giving timely, accurate feedback.
- Manage and consult on a variety of staff policies and requests.

HR Administration

- Design, document, and communicate policies that align to core principles; recommend and implement changes to current plans and policies to stay current with trends and in compliance with current legislation and best practices.
- Ensure that policies and practices are applied consistently across departments for all employees.
- Review, refine, and ensure compliance with federal, state, and local employment laws.

Qualifications

- Working knowledge of and/or experience in the Jewish community, and familiarity with Jewish culture and traditions.
- Bachelor's degree and a minimum of seven (7) years of experience working in HR, talent acquisition, people operations, and culture.
- PHR or SHRM certification a plus.
- Experience developing and executing team activities, events, trainings, and other cultural supports.
- Strong work ethic and ability to juggle multiple deadlines and priorities.
- High level of discretion and judgment; proven ability to handle highly sensitive and confidential information.
- Exceptional leadership development and team-building skills.
- Excellent interpersonal skills and ability to build relationships with staff, managers, lay leaders, and vendors.
- Proficiency in Microsoft Office tools.

A People-Friendly Workplace

The Jewish Federation of Greater Washington is an equal opportunity employer offering a people-friendly environment, including:

- excellent health care and retirement benefits
- generous time off
- flexible work options
- opportunities for continued professional development
- access to the JPRO Network, which connects, educates, inspires, and empowers professionals working in the Jewish nonprofit sector

To apply for this exciting position, please submit your resume and cover letter to jobs@shalomdc.org, using subject line: HR-HRTM-FY21