

<b>Job Title:</b>	Manager, Talent Acquisition
<b>Grade Level/Terms of Employment:</b>	Grade 130 / 12 Month (260 days) Contract
<b>FLSA Status:</b>	Exempt
<b>Work Location:</b>	Talent Office
<b>Immediate Supervisor:</b>	Director, Talent Acquisition

**General Description:**

The Manager, Talent Acquisition is responsible for the execution of talent acquisition strategies and processes for Richmond Public Schools. The Manager ensures a talented pool of candidates is developed and supported through an exceptional candidate experience while effectively supervising the day-to-day recruiting activities and positioning RPS as the employer of choice.

**Essential Duties and Responsibilities:**

- Leads, develops, and evaluates Talent Acquisition team members to ensure a consistent full-cycle recruiting and selection model that includes sourcing, pre-screening, interviews, selection and reference checking, and onboarding
- Consults with department and school leaders to implement proactive recruiting strategies that ensures position prioritization, captures and reports employment and other reporting data, and that improves onboarding processes
- Researches and implements innovative sourcing activities that locates the best qualified candidates through traditional and non-traditional recruiting strategies
- Manages all talent outreach, including career fairs, college recruitment, active and passive candidate outreach, student teaching, and development of broad talent networks to support current and future talent pipelines
- Proactively identifies ways to ensure an enhanced candidate experience
- Enhances the RPS recruitment brand by assisting in the creation of collateral and marketing material
- Optimizes relationships with recruitment vendors
- Creates standard operating procedures and controls for the recruitment team
- Performs other related duties as assigned

**Qualifications:**

- Bachelor degree in related discipline from an accredited college or university required
- At least 5 years of experience implementing recruitment methodologies and practices including innovative recruitment and sourcing strategies using social media (LinkedIn, Facebook, Twitter, etc.), job boards, colleges/universities and associations
- At least 2 years leading recruiters and monitoring performance/productivity through recruitment metrics required
- Knowledge of human resources management principles and practices including sourcing, recruitment, selection and onboarding
- Working knowledge of K-12 licensure regulations and endorsements preferred
- Ability to effectively analyze data, collaborate with colleagues, and communicate verbally and in writing, with hiring managers, prospects, applicants, employees, colleagues and external partners

- Strong skills in use of computers using MS software, web-based applications and automated HRIS systems
- Bilingual/fluency in Spanish preferred