Director, Talent Management
Location: Flexible, Remote
Type of Vacancy: Full Time

ABOUT EDFUEL

EdFuel is a national talent management non-profit. Our mission is to support schools, districts, networks, and nonprofits in recruiting and retaining a diverse and highly qualified staff by building equitable and inclusive talent systems. We believe that these systems create the conditions necessary for staff, and therefore, students to thrive.

EdFuel is a women-led, growing non-profit with a nimble, diverse, and collaborative team. We pride ourselves in our ability to adapt to our partners' needs and provide affordable, actionable solutions to their most pressing talent challenges. We are focused on advancing as an explicitly antiracist organization and supporting our partners to do the same. *You can learn more about our work at* www.edfuel.org.

WHY EDFUEL?

As an employee at EdFuel you can expect:

- Flexibility via remote work and developing a schedule that works for you and your clients.
- High levels of ownership and autonomy over your work.
- A team-wide commitment to sustainability in both work and personal lives.
- An organizational and individual focus on anti-racism internally and with clients.
- The opportunity to work with smart, values-driven people in an environment where everyone seeks to make each other better.

EdFuel is a fully remote team with staff in Washington, D.C., Maryland, Georgia, Virginia, California, Florida, Missouri, North Carolina, Texas, Delaware, and Connecticut. EdFuel aims to foster a work environment that is stimulating and expectations that are sustainable over the long-term. We offer a competitive compensation and benefits package, including sick leave, 401K options eligible for 3% matching, unlimited vacation, paid parental leave, a home office stipend, and strong vision, dental, and medical plan options. ***Here's what a few of our team members had to share about our culture:***

> *"The flexible work schedule and commitment to sustainability were two of the main things that initially drew me to EdFuel and have proven to be true. As a parent, I appreciate that I can be present for both the everyday things and important events with my kids and still do interesting and important work that I'm passionate about."*
>
> *– Nicole Pratt, Director*

> *"While stepping up and running for local office in my hometown, I've been able to balance my work schedule, personal life, and commitment to affecting change locally. That is possible due to EdFuel's commitment to flexibility, ownership, and autonomy."*
>
> *- Kerri-Ann Nesbeth, Managing Director*

DIRECTOR: JOB DESCRIPTION

We are currently hiring a Director to join the EdFuel team. Directors are motivated, mission-driven team members who are passionate about supporting schools, districts, and education non-profits across the country in addressing their talent needs. Directors are responsible for leading holistic client engagements with a variety of partners to develop and strengthen their talent systems and build the capacity of all organizational leaders. Directors are extraordinary project managers who love to manage complex initiatives, navigate dynamic stakeholder relationships, and enjoy taking initiative to manage through ambiguity. Directors are also people-oriented leaders who thrive at quickly building deep, authentic relationships with a variety of senior stakeholders. Typically, a Director has a background in human capital work, though specific consulting expertise is not required.

Specific responsibilities may vary and will be dependent on the Director's assigned projects, but the primary role of a Director is likely to include:

- Collaborating directly with senior organizational leaders such as Chief Executive Officers, Executive Directors, Chief Talent Officers, and Heads of School to design effective solutions to organizational talent needs
- Researching and developing best-in-class equitable and inclusive talent systems and structures in the areas of recruitment, onboarding, compensation and benefits, development, and performance evaluation for clients of all types and sizes
- Building a deep understanding of the context of organizational partners to provide meaningful solutions that have a lasting impact on staff and ultimately students

A few examples include:

- Analyzing a client's employee salary data to assess for inequities and preparing and presenting a report to highlight potential areas of concern and proposed solutions.
- Facilitating a meeting of a client's senior leadership team to discuss potential options for a revision of the organization's instructional compensation system to ensure equitable pay across all staff subgroups.
- Managing stakeholder engagement for the development of competencies for a charter school's performance development system ensuring the voices of staff are heard and considered before finalization.
- Creating a project plan for an engagement that involves redesigning an organization's performance evaluation model, addressing equity and inclusion concerns, and managing against that project plan to complete all deliverables.
- Building new recruitment and hiring tools (hiring profiles, interview guides, rubrics, data analysis tools, etc.) that decrease bias for a new single-site charter school.
- Sending out weekly check-in agendas and follow-up notes to client check-in calls.

QUALIFICATIONS, SKILLS, AND MINDSETS

- Bachelor's degree with seven (7) to ten (10) years of work experience preferred and with at least three (3) years' experience in the field of education, nonprofit, and/or talent services
- One (1) to two (2) years of people management experience preferred
- Background in talent system design and implementation, with a focus on compensation and benefits preferred
- Strong relationship builder with demonstrated success building and maintaining rapport and credibility with colleagues, clients, and senior-level leaders
- Exceptional project manager with extensive experience leading and managing multiple complex projects at a time
- Demonstrated excellence presenting to an executive-level audience, both oral and written
- Proven commitment to diversity, equity, inclusion, and antiracist practices
- Proven ability to take initiative on projects, navigate ambiguity, and work in a fast-paced environment
- Eagerly solicits and implements feedback
- Ability to work across remote teams
- Passion for education reform and equity for all students
- Willingness to travel (depending on the season and projects, the role may include up to 25% travel)
- Shared commitment to EdFuel's organizational values, as described below

EDFUEL CORE VALUES

- ❖ **Talent as a catalyst for change**: *We know that inspiring, talented leaders are the starting point for all effective change in the world*
- ❖ **Diversity, Equity, Inclusion, and Antiracism:** *Effective organizations reflect diversity in every respect; they use an equity lens to examine practices, policies and organizational systems to ensure that all groups benefit.*

- ❖ **Relentless pursuit of excellence:** *Our bar for quality is high because that is what students and partners deserve from us.*
- ❖ **Growth mindset:** *Continuous improvement is central to our mission.*
- ❖ **Collaboration:** *We believe that education will get better faster when we are dedicated to getting better together.*
- ❖ **Sustainability:** *We value the richness or everyone's experiences and we make time for those experiences. It's an important model for the work are doing.*

BENEFITS AND SALARY

The starting salary for this position is $94,000. In alignment with our core values, and to counter pay inequality and uphold internal parity, salaries are non-negotiable for new and current employees.

In addition, a comprehensive benefits package is included, which includes:

- Paid Federal and four additional EdFuel holidays.
- Medical, dental, and vision coverage
- Unlimited vacation days and 15 days of sick leave
- 401(k) plan options with eligibility for 3% match
- Eligibility for EdFuel-paid benefits such as parental leave, short-term disability, accidental death & dismemberment insurance, and life insurance

COMMITMENT TO DIVERSITY AND EQUAL OPPORTUNITY EMPLOYMENT POLICY

At EdFuel, we believe that diversity makes us stronger and challenges us to think differently every day. EdFuel is committed to providing equal employment opportunities to all qualified individuals and does not discriminate on the basis of race, color, ethnicity, religion, sex, gender, gender identity and expression, sexual orientation, national origin, disability, age, marital status, veteran status, pregnancy, parental status, genetic information or characteristics (or those of a family member) or any other basis prohibited by applicable law.

OUR HIRING PROCESS

Our hiring process is robust and consists of the following steps:

1. Application form and document submission
2. Performance task
3. Phone interview
4. Team interview
5. Final interview with the Managing Director team
6. Reference checks

TO APPLY

The deadline for initial applications is **Sunday, June 26th at 11:59pm EST**. We will respond to all candidates to let them know if they will move forward past the initial application form on **Wednesday, July 6th.** There is no benefit to applying earlier in the application window as we will be reviewing all submissions received by the deadline. Please feel free to take your time to submit a high-quality application.

Our goal is to complete final interviews in late July with an offer extension in early August. Our hope is for an August or early September start date.

To apply for this position, please fill out the application form here by Sunday, June 26th at 11:59pm EST. Please note that a submitted form is required to be considered for this position.

In the application form, you will be asked to submit your **resume** and a **response to the following prompt**:

1. If you had to choose the single most important trait or skill for this role, which would you choose and why? Describe how you've previously demonstrated this skill or trait. *(Max 500 words)*

If you have any questions, please reach out to jobs@edfuel.org.