



JOB DESCRIPTION

Job Title: **Vice President, Talent Management**
Position Reports To: Chief Financial Officer

The Allegheny Conference on Community Development is one of the nation's leading economic and community development organizations. The Conference brings together public and private sector leaders around a shared regional agenda designed to improve the economic future and quality of life of the 10-county Pittsburgh region. Collectively, the Conference and its affiliates – the Greater Pittsburgh Chamber of Commerce, the Pennsylvania Economy League of Greater Pittsburgh and the Pittsburgh Regional Alliance – work as one to drive research and analysis, advocacy and marketing efforts that enhance the region's competitiveness and attract business investment and talented individuals to the region.

OBJECTIVE: The VP of Talent Management acts as a strategic partner with the Conference's leadership team to ensure execution of HR business strategies. Provides technical expertise and accuracy as they relate to HR functions, positively impacts employee engagement, and acts as a change consultant to support company mission, values and imperatives. Directs all matters relating to HR including, but not limited to talent acquisition, coaching, organizational development, training, talent management, performance management, employee relations, compensation & benefits, payroll, worker's compensation and interpretation of HR policies and procedures. Actively participates in all areas of HR management to support the development and implementation of key human resources strategies and initiatives.

RESPONSIBILITIES:

Talent Attraction & Retention

- Manage the screening and interview process for open positions. Counsels managers on candidate selection.
- Provide a positive onboarding experience for new talent including coordination of employee orientation.
- Conduct exit interviews and handle process for separating employees.
- Works closely with management and employees to improve work relationships, build morale, and increase productivity and retention.
- Create reports and analyze data which includes diversity, turnover, exit survey responses, and headcount reports.

Diversity & Inclusion

- Develop and deliver education & training programs to promote and sustain diversity, inclusion, equity and respect.
- Develop metrics for measuring the effectiveness of corporate diversity initiatives.
- Keep current on diversity programs and developments by maintaining contact with others in the field (e.g., professional association and educational groups, and professional development efforts).

Benefits & Compensation

- Manage the salary administration program, up-to-date job descriptions and fair & competitive pay structures.
- Manage the annual salary increase/incentive compensation award process.
- Oversee comprehensive benefit programs including health and welfare programs and employee savings programs.
- Routinely assesses the competitiveness of such programs and best practices to comparable organizations and industry trends.

Performance & Training

- Manage the organization's annual Performance Management Program process. Assess modifications and enhancements as deemed necessary.
- Work with managers for setting annual individual/departmental goals & monitor progress toward goals.
- Provide guidance/counseling to managers and to employees (e.g., coaching, development, or disciplinary actions).
- Lead change initiatives to support the achievement of functional goals and organizational growth.
- Coordinate all staff training ranging from on-the-job individual training to centralized organization-wide training.

Compliance

- Handle employee relations matters including compliance with all legal requirements, governmental regulations.
- Ensure compliance with all employment laws, regulations, and company policies, procedures, and processes.
- Maintain employee handbook. Keep management abreast of changes in trends in HR policies, programs and practices.
- Assist CFO in management and coordination of the Personnel & Compensation Committee meetings.
- Engage outside consultants, as deemed necessary, to conduct independent research and staffing.

Other

- Assist, as needed, in the development of the organization's Strategic Plan
- Carry out other duties on behalf of the CEO, CFO and senior management team, as requested
- Maintain community-active profile in HR field and support regional community initiatives

SKILLS & EXPERIENCE

Education / Experience: Bachelor's degree in human resource management, business administration or closely related field; five years of related human resource experience. HR Certification desirable.

Qualifications: Creative/thinking outside of the box aptitude. Willing to challenge the status quo and provide new ways of thinking. Organizational development experience is a plus. Must have strong knowledge of HR related laws and regulations.

Skills: Strong interpersonal skills
Sound judgment and direction; high level of integrity
Ability to inspire and coach employees to accomplish strategic goals and related tasks
Ability to clearly articulate the organization's goals and philosophy
Effective written and oral communication skills
Demonstrates sound organizational and problem solving skills
Strong working knowledge of Microsoft Office products

**Please send resume and salary requirements to
hrdept@alleghenyconference.org**