
Human Resources/ Organizational Development Manager (Part-Time)

Job Description

Education Resource Strategies (ERS) is seeking a part-time HR/Org Dev Manager to lead the HR and Employee Development efforts of this growing consulting organization. If you want to join an organization that values the continuous development and growth of its employees, this is the place for you. We are seeking a well-rounded HR generalist with a passion for organizational development. In addition to managing the day-to-day HR functions, this individual will lead the design, implementation, and evaluation of talent development initiatives, strategies, programs, tools, and resources.

Responsibilities

Staffing and Workforce Planning

- Partner with senior managers to develop annual hiring goals. Assist developing plans to reach those goals.
- Oversee and participate in the recruiting process for all staffing.
- Oversee and ensure ongoing development of relationships with high-potential candidate sourcing partner organizations.
- Partnering with functional leaders, manage and execute the process for all non-consulting roles.
- Ensure all team members participating in the recruiting process are well educated and prepared.
- Continuously review the process to identify areas for improvement.
- Participate in project staffing process, working with project managers to optimally allocate capacity, skills, and experience to meet project and organizational development needs, with the opportunity to manage this process over time.

Organizational Development

- Partner with senior managers to identify the talent development strategy, and develop programs, tools, and techniques to support business objectives, and strengthen organizational performance.
- Work with team leaders to identify individual and organizational gaps. Develops methods or strategies to address gaps. Identify best internal or external resources to meet strategy.
- Manage the rollout of initiatives and ensure implementation and application of programs.
- Coach leaders in developing clear objectives and development plans, provide coaching and feedback to evaluate individual and group performance.
- Coach leaders on assessing and developing talent, and recommend actions to build organizational bench strength for management positions.
- Acts as a resource to employees and managers on career development.
- Manage talent review and development processes.

General HR

- Manage and participate in employee orientation/onboarding and offboarding processes.
- Lead planning, rollout, analysis, and resulting activities for periodic employee surveys.
- Act as point of contact for employee-related issues and concerns, and provide employees with a fair and unbiased process to raise and resolve issues.
- Identify and manage metrics to help monitor trends in employment practices
- Recommend and develop new approaches, policies, and procedures that improve efficiency.

- Ensure compliance with all state and federal employment regulations.
- Continuously review employee value proposition to ensure ERS continues to attract and retain top talent across the organization.
 - In conjunction with Finance team, develop and monitor benefits strategy to ensure competitive benefits package. *This position is not responsible for day-to-day benefits administration.*
 - Develop, maintain, and administer compensation program(s).

Qualifications:

- Bachelor's degree, preferably in Human Resources or Business Administration
- 5 - 8 years of progressive HR experience, ideally with a talent development, performance management, and organizational design focus
- Proficient in organizational development concepts
- Displays strong business acumen and integrated thinking
- Proven ability to developing effective working relationships with employees and management at all levels
- Excellent communication, interpersonal, organizational, analytical, and project management skills

About Education Resource Strategies (ERS)

Education Resource Strategies is a non-profit strategy consulting firm dedicated to helping large urban public school systems organize talent, time, and money to create great schools at scale. Our mission is to transform urban education by helping leaders at the federal, state, and local level strategically use resources to dramatically improve teaching and learning. We (1) analyze district spending, human resources, school organization and performance data (2) collaborate with leaders of large urban school districts to rethink the use of resources to improve student performance (3) leverage resource analysis to design new ways to allocate and organize resources at the district and school level.

ERS has partnered with more than 20 school districts, including 13 of the nation's 100 largest. In addition to deep district consulting engagements, ERS strives through our non-profit mission to be a catalyst for school system improvement through participation in education reform networks, broad dissemination of our findings, and the development of tools practitioners can use to create change in their districts. To learn more about the School Design practice area, please visit our website at www.erstrategies.org.

Benefits of Working at ERS

- **Opportunity for impact:** ERS works with some of the largest, most influential and innovative districts in the country to truly transform their practices. Your work will change the lives of thousands of students.
- **Entrepreneurial spirit:** As a small organization, we are continuously improving, and we encourage innovative ideas, honest feedback, and constant learning.
- **Collaborative work environment:** We do most of our work in teams. We bring our collective wisdom and expertise to everything we do, often tapping the expertise and leadership of colleagues across the organization.
- **Healthy work/life balance:** We support every member of the ERS team in integrating meaningful work and professional growth with a health personal life throughout his or her career.

Contact Us

Interested in joining the ERS team? Please submit your resume and cover letter to careers@erstrategies.org.