



Recruitment Operations Manager for The Broad Superintendents Academy

THE BROAD CENTER FOR THE MANAGEMENT OF SCHOOL SYSTEMS

BACKGROUND

The mission of The Broad Center for the Management of School Systems is to raise student achievement by recruiting, training and supporting executive leadership talent from across America to become the next generation of urban school district leaders. The Center identifies talented leaders from education, business, the military, nonprofit organizations and government who have the passion, knowledge and skills to take on executive leadership roles in urban education. The Broad Center (www.broadcenter.org) operates two leadership development programs: The Broad Superintendents Academy and The Broad Residency in Urban Education.

JOB DESCRIPTION

The Broad Center seeks a **Recruitment Operations Manager** to work on behalf of The Broad Superintendents Academy. The Academy is a 10-month executive management program designed to prepare senior executives with experience in business, government, education, and the military to lead urban public school systems. The **Recruitment Operations Manager** will work as part of a team to recruit an annual cohort of diverse and accomplished executives.

The **Recruitment Operations Manager** is essentially the hub through which much of the recruitment and selection effort passes. H/she will serve as the front line administrator, completing and directing all tasks related to recruitment and selection, candidate outreach and events. The ideal candidate should have exceptional interpersonal skills and be detail-oriented. H/she should be comfortable working with a variety of communication styles and will have a track record of building quality relationships with senior level executives. The candidate must be a highly motivated team player who excels in an entrepreneurial environment and wants to have a material impact on the education sector. The position is based in the Westwood neighborhood of Los Angeles, and some travel is required.

KEY RESPONSIBILITIES

Recruitment and Selection Support

- **Quality Assurance**: Ensure seamless execution of recruitment and selection process and maintain high touch, personal experience for all candidates throughout the application process.
- **Candidate Communications**: Manage front line communication with current and future candidates. Field telephone and email inquiries, recommendations and nominations. Send letters and emails to notify candidates of application decisions. Schedule phone interviews, video interviews, and in-person interviews. Distribute and collect

- information requests for finalist candidates during background checks, references and other advanced screening activities.
- Application Screening: Screen candidate applications for completeness, and advise candidates to make necessary updates throughout the selection process.
 - Candidate Tracking System: Process and track candidates as they move through the selection process; manage email in-box and assign appropriate follow up tasks to members of the recruitment staff. Update candidate status decisions in applicant tracking system.
 - Database Management: Manage records in applicant tracking system, and prepare weekly dashboard report to track recruitment team progress and statistics. Monitor trends and return on investment for outreach efforts, including letter, email and advertising campaigns.
 - Selection Decision Support: Generate and distribute appropriate candidate reports, including applications, interview notes, assessments and reference reports to Selection Committee. Track candidate scores for recruitment activities in database. Process background checks for final candidates and schedule reference calls. Maintain candidate “scorecard” for all interactions that are considered in final candidate selection decisions.
 - Candidate Research: Investigate source lists, evaluate performance results for potential candidates who are current superintendents, research biographical information for potential candidates, and find contact information for target leads.

Project Management

- Project Management: Create and manage project plans that support the execution of the 2009 recruiting plan, including development of collateral, direct mail, email and other outreach campaigns, recruiting and interview events. Track completion of key milestones and goals. In addition, coordinate communication requests from all recruiters and consultants, and other activities related to screening and execution.
- Recruitment Calendar: Maintain the calendar for all department activities, including selection process milestones, events, recruiter travel, outreach campaigns, and other deliverables.
- Candidate Marketing: Manage distribution of materials to current and prospective candidates and sources, including direct mail campaigns, email campaigns and other outreach efforts. Work with outside contractors in developing collateral. Track inventories for collateral and effectiveness of outreach campaigns.
- Website: Monitor and update website information, including new pictures, video clips, information on Academy Fellows, program results, FAQs, etc.
- Manage Temporary Staff and Vendors: Identify and manage temporary resources and other vendors for special projects such as research and sizeable direct mail campaigns.
- Budget Maintenance: Track costs of outreach campaigns and other activities against the annual recruitment budget and generate reports as directed.

Event Planning and Support

- Coordinating Selection Day: Oversee planning and execution of distinct interview and training events, including two Selection Day events. Negotiate contracts with hotels. Manage relationship with travel consultant. Manage candidate travel, hotel and event

- logistics, create and distribute candidate and faculty briefing notebooks. Manage key logistics for other Academy recruiting events.
- Administrative Support to Managing Director: Provide additional administrative support to Managing Director as necessary.

The percent of time spent on each of these responsibilities will vary, but overall will be about 40% on recruitment and selection support, 30% on project management, 20% on event planning and coordination, and 10% on additional administrative support.

QUALIFICATIONS

Required

- Bachelor's degree
- Minimum 3 years work experience
- Experience supporting a professional team
- Experience interfacing with senior executives, either internal or external
- Exceptional interpersonal skills
- Exceptional oral and written communications skills
- High proficiency with MS Office applications
- Experience successfully managing multiple projects simultaneously

Preferred

- Experience working in a recruiting or sales environment
- Experience with Salesforce™ or other CRM/ATS
- Experience negotiating contracts with vendors (hotels, professional services, etc.)
- Experience planning and managing events

Employment is contingent upon a background check and references, and may also be contingent upon a writing sample, presentation, or other job-related assignment.

SALARY AND BENEFITS

Salary is commensurate with skills and experience. Compensation includes excellent benefits including health, dental and retirement provisions.

To apply, please send a current resume to academy@broadcenter.org.

The statements in this description represent a summary of relevant qualifications and typical work performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for the job, or of all criteria used in a hiring decision.

The Broad Center engages employees without regard to race, color, religion, creed, age, gender, marital status, sexual orientation or any other characteristic covered by law. All who believe they meet the stated qualifications are invited to apply. The Broad Center is an equal opportunity employer.