

**Position** Deputy Director, Recruitment and Selection, The Broad Academy  
**Schedule** Full-Time  
**Duration** Permanent  
**Location** Los Angeles  
**Reports to** Director, Recruitment and Selection

**Our Why** For generations, Americans have called public education “the great equalizer,” while in too many places, our school systems are not living up to that promise, and outdated, inefficient bureaucracies exacerbate inequities. Solving this challenge requires diverse leadership by team members who share the same belief: that America’s public-school systems can and must be engines of excellence and equity for all of the students and families they serve. This belief is paramount to the team at The Broad Center, and we are inspired to make a difference by creating a growing network of experienced leaders and managers who are rising to this challenge.

**What We Do** The Broad Center is a nonprofit organization that recruits, trains and supports talented leaders from across America to transform urban public-school systems. Our programs—The Broad Academy and The Broad Residency in Urban Education—prepare these professionals to put their skills and know-how to work and make student learning the primary driver of every central office dollar and decision. In public school districts, charter management organizations and state departments of education, more than 800 members of The Broad Center’s network are working with educators, parents and community leaders to help schools soar. Regardless of the setting, the goal is the same: make public education systems more effective, more efficient and more equitable so that every student receives a world-class education.

Our culture and team set us apart; our people are dedicated to driving impact and making a difference every day, and our climate is collaborative and vibrant. Diversity, equity and inclusion are vital to this environment. Our diverse skills, experiences, backgrounds and differing viewpoints lead to stronger ideas and lasting results, and our commitment to the values of equity and inclusion show up in our programs, our partnerships and for our staff.

**What You Do** The deputy director will serve on The Broad Academy team, reporting directly to the director, recruitment and selection. The deputy director will be involved in the development and execution of recruitment and selection strategies and practices for The Broad Academy. The two-year program accelerates the impact of leaders in advancing educational excellence and equity on behalf of the students, families and communities they serve. The deputy director will support recruitment and selection of a diverse cohort of fellows that will participate in five in-person sessions in various locations across the country. Through these sessions, cohort members will learn from and be inspired by experts, veteran educators and each other’s knowledge and experiences about what is possible for students in our nation’s urban public schools.

This position is an individual contributor role based in Los Angeles, California. Travel required for the position is approximately 30 percent.

**What You’ll Own** You will own the following:

- Assist with the development, planning and execution of a national recruitment strategy and a rigorous national selection process with a specific focus on senior executive recruitment
- Proactively develop and execute multiple effective outreach efforts that speak to the value of the program and ensure diversity in the candidate pool
- Attract and cultivate senior executive candidates through all phases of the process, including supporting, inspiring and coaching individuals and providing a positive candidate experience
- Proactively build and lead multiple strategic relationships and partnerships that generate positive brand awareness for the Academy
- Support management of applicants, candidates and Fellows through consistent follow-up and communication to maintain engagement and excitement about the Academy
- Conduct research and collect and analyze data to inform recruiting practices and strategies that drive program success
- Utilize various social media and web-based tools for recruitment
- Drive continuous improvement using critical thinking and analytical skills in all aspects of the work

**What You'll  
Need to be  
Successful**

Successful candidates will have the following skills and characteristics:

**Effective Planning and Execution**

- Demonstrate excellent project management skills, including ability to balance multiple projects and tight deadlines
- Manage events with close attention to detail (i.e., interview days, recruiting events)
- Simultaneously plan and execute multiple complex projects
- Exhibit a strong focus on goals and results; execute against key metrics for success around geographic region, diversity and role
- Continuously monitor progress and demonstrate persistence to overcome obstacles to achieve goals
- Highly motivated with the ability to quickly pivot and adapt to change

**Relationship Management and Communication**

- Champion a deep commitment to diversity
- Desire to positively impact the lives of millions of children by improving K-12 public education
- Excellent written and verbal communication skills
- Build positive relationships quickly and gain credibility
- Actively listen to others to effectively assess candidates
- Communicate effectively and tailor message for the audience, context, and mode of communication; including a narrative around personal motivations
- Manage relationships with candidates and program participants with consistent follow-up
- Maintain visibility and work collaboratively with diverse stakeholders at all levels
- Exhibit a solutions orientation, especially when under pressure.

**Strategic and Analytical Thinking**

- Strategic and results-oriented, excels at critical thinking, possesses an analytical mindset and has exceptional interpersonal and executive recruiting skills
- Excellent judgement with ability to assess situations or circumstances to effectively draw sound conclusions; high emotional intelligence

- Strong analytical skills with ability to analyze data, identify trends and diagnose root causes
- Develop effective plans to resolve and develop strategic solutions
- Able to quickly understand and utilize technology, data dashboards, reports and other user-friendly documents that provide quality information on hiring results to various internal stakeholders.

**What You'll Need**

- Eight to 10 years of professional work experience with a demonstrated track-record of successfully recruiting, hiring and/or placing diverse senior executives
- Demonstrated success and experience in accurately evaluating and assessing talent to rubrics, profiles, etc.
- Bachelor's degree required, graduate degree preferred
- Knowledge of and experience with Salesforce preferred
- Experience utilizing social media and web-based tools to recruit preferred

**What We Offer**

Full-time permanent team members receive:

- Competitive salary, vacation and 401(k) retirement savings plan with a generous employer match
- Employer contributions to medical, dental, vision and life insurance plans
- Pre-tax commuter benefits
- Flexible spending accounts for medical and family care expenses
- Free access to an on-site gym and a steady supply of nutritious snacks in our shared kitchen

**Exempt vs. Non-Exempt**

Exempt

**An Equal Opportunity Employer**

The Broad Center does not discriminate on the basis of race, color, religion, ethnic or national origin (including associational and perception-based discrimination based on national origin), age, disability, gender, sexual orientation or other characteristic covered by law with regard to employment opportunities.

The Broad Center is committed to providing equal access and opportunities to candidates with legally recognizable disabilities. We will make our best effort to provide reasonable accommodations at every stage of the application process. Disclosing a disability or requesting a need for accommodations is a separate and distinct process from selection and will have no bearing on a candidate's application status. If you need to request an accommodation or have any questions regarding our disability accommodations policy, please send an email to [DAO@broadcenter.org](mailto:DAO@broadcenter.org).

**Date Posted**

March 2019

**Join Our Team**

As a member of The Broad Center team, you'll work alongside sharp, driven colleagues who have a sense of humor matched with generosity of spirit. Alma Advisory Group is supporting the search for this position. Please contact Yanika Daniels at [TalentSearch@AlmaAdvisoryGroup.com](mailto:TalentSearch@AlmaAdvisoryGroup.com) for any questions.

To apply, please visit <https://www.broadcenter.org/about/join-our-team/>