TALENT ACQUISITION MANAGER

Organization  Blue Engine
Reports to  Director of Talent Pipeline
Location  New York City
Start Date  January 2015

BLUE ENGINE
Blue Engine is a New York based non-profit partnering with public high schools serving low-income communities to increase academic rigor and prepare greater numbers students for the rigors of higher education. Blue Engine recruits, trains, and supports Blue Engine Teaching Assistants (BETAs), recent college graduates who devote 1-2 years in high schools as an entry point into careers in teaching and social change leadership. Currently in our 5th year of operations, Blue Engine has a $5.2MM operating budget, 20 staff, and 68 BETAs working across 6 public high schools to support 1,200 students in New York City. Blue Engine is backed by leading performance-based social impact funders including Robin Hood Foundation, Michael and Susan Dell Foundation, New Schools Venture Fund, Tiger Foundation, Heckscher Foundation for Children, Edna McConnell Clark Foundation’s PropelNext Initiative, Echoing Green, and Draper Richards Kaplan Foundation.

Our team is dynamic, diverse, and deeply committed to increasing postsecondary achievement in the communities we serve. In pursuit of this mission, we hold our colleagues and ourselves accountable to high performance standards and clear, measurable results. We value perseverance, self-awareness, collaboration, the ability to connect and empathize, open and honest communication, creativity, and entrepreneurial thinking. Personal and professional development is a top organizational priority. Learn more about Blue Engine here.

POSITION OVERVIEW
As Blue Engine’s manager of talent acquisition, you will join a rapidly growing two-member team at an ambitious and entrepreneurial startup preparing to scale. You will source and develop talent pipelines across a diverse set of functional disciplines within the organization, and you will work with hiring managers to fill mission-critical roles at all levels of the organization – drafting job descriptions, leading searches and facilitating the interview process for candidates. As the owner of our talent recruitment function, you’ll build powerhouse strategies and systems that will grow the organization’s talent pool. You will also work closely with HR and managers to develop and execute on a vision for talent acquisition that will support Blue Engine as it prepares to scale.

MINDSETS

Results are the North Star. You have an uncompromising focus on achieving measurable results and you are relentless in your approach to getting the job done no matter the obstacle.

You’re a talent magnet. You’ve got the raw talent to identify our most promising candidates and sell them on Blue Engine’s mission, impact, and how their personal story intersects with our own. Influencing and motivating through the delicate dance of speaking and listening is something you do in your sleep.

Data. Simply put, you love it and believe it’s critical to do your job effectively. The thought of analyzing patterns in applicant data in and outside of our org almost makes you giddy with excitement, because you know that within those cells lies the key to unlocking success.
Service with a smile. You have a customer service mindset and see every moment as an opportunity to provide a seamless experience. From prompt and friendly emails to 30 second elevator chats, you maximize every opportunity to build positive momentum around our work.

You're a Sponge. You recognize that every moment is a moment to learn, and you do so quickly and in volume. You seek out and immediately implement feedback. You ask for help when necessary, and you also take active steps to independently learn and continuously improve.

RESPONSIBILITIES

- Design job descriptions for new roles with input from hiring managers & HR
- Design score cards, works samples and other materials to aid in interview processes
- Engage in consistent sourcing (passive and active) to build candidate pools for open and future roles
- Review staff applications to determine which candidates to move forward in the application process
- Conduct phone screens with applicants to ensure minimum qualifications and organizational culture fit
- Manage interview logistics for hiring committees, scheduling interviews and communicating with applicants
- Engage in team-wide strategic planning relative to all talent acquisition, including BETA recruitment
- Execute upon strategies and leveraging resources to build a diverse talent pipeline for current and future vacancies
- Partner with key leadership to formalize, support and implement an employer branding strategy across numerous channels
- Provide professional development to hiring managers and support staff related to recruitment and hiring, in collaboration with the Director of Talent Pipeline
- Collaborate with Program, HR & the Director of Talent Pipeline on strategic initiatives and reporting related to our talent pipeline (ex. converting 1st year BETAs to 2nd year Team Coordinators and developing their leadership for future roles on staff or in broader ed. landscape)

CANDIDATE PROFILE AND EXPERIENCE

- 3-5 years of work experience in recruitment
- Exceptional communication and interpersonal skills, both informally and formally, with a strong ability to connect with and influence others
- Highly developed interview skills, sharp discernment, and ability to execute good judgment
- Strong customer service-based approach to work and strong relationship building skills
- Excellent reasoning and problem solving skills: demonstrates ability to analyze data and draw sound, actionable insights
- Excellent time and project management skills: demonstrates an ability to manage multiple projects/tasks simultaneously and to a high degree of excellence
- Adaptive and entrepreneurial approach: demonstrates flexibility, energy, and initiative in fast-paced, unpredictable, and complex school environments
- Self-awareness: has ability to self-direct professional development and performance management in a position that offers a level of operational freedom
COMPENSATION
This is a full-time salaried position with benefits and a vacation package. Competitive salary commensurate with experience. Benefits include 100% employer-paid healthcare, vision, and dental, employer-paid short-term disability, cell phone reimbursement, and commuter benefits.

COMMITHMENT TO DIVERSITY
At Blue Engine, we are committed to maximizing the diversity of our organization, striving to recruit a workforce that reflects the diverse communities in which we serve. We seek individuals of all backgrounds to join our team, embracing our differences, big, small, seen and unseen, as crucial to the success of our mission.

HOW TO APPLY
Kindly submit your resume and compelling cover letter detailing why you are an ideal candidate for this role to Travis Ousley, Director of Talent Pipeline, with the subject line: Talent Acquisition Search to travis@blueengine.org. For more information about Blue Engine, visit our website at www.blueengine.org.