



Talent Manager

The Opportunity

The Baltimore Regional Housing Partnership (BRHP), which operates the Baltimore Housing Mobility Program, is a 501(c)(3) that assists over 4,000 qualified families in transitioning from areas of concentrated poverty and obtaining quality and affordable housing in communities with strong schools, low crime, and ample job opportunities in high opportunity areas within Baltimore City and Anne Arundel, Baltimore, Carroll, Harford, and Howard Counties.

BRHP seeks a Talent Manager who cares not only about providing the best service to families with low incomes, but also providing the best service to those who carry out this work. The primary responsibility of the person in this role will be to set an overall talent plan and strategy to ensure that we are hiring and retaining strong talent and are supporting the professional growth of our staff. The Talent Manager is a newly created role at BRHP. This position reports to the Executive Director and will sit on the management team that helps to inform and implement the strategic direction of the organization.

Much of this work has previously lived with the Executive Director with support from the executive management team. This role requires a broad range of skills including depth of knowledge of talent management best practices (gained through leading teams and/or managing a talent function and industry knowledge), professional and personal maturity, a deep care for people, patience for the human experience, and commitment to furthering the organizational mission and strategic plan.

Essential Duties and Responsibilities

The below statements are intended to describe the general nature and scope of work for the Talent Manager position. This is not a complete listing of all responsibilities, duties, or skills required.

- Creating relationships grounded in honesty and trust between and among team members to help staff thrive individually and as a cohesive team.
- Planning and leading training and professional development opportunities that build staff knowledge and skills for improving our internal practices, organizational culture, and programmatic work.
- Supporting the team to reflect in an ongoing way on the impact of our routines, culture, policies and practices (e.g., employee engagement surveys,



stakeholder surveys, post-event feedback) to help us to better identify opportunities for improvement.

- Developing and maintaining a coherent talent plan that involves best practices across all areas of talent management and culture, including recruitment, hiring, retention, transitions, promotion pathways, strategic growth, professional development, and management practices as well as the development of specific metrics tracking progress of talent plan outcomes.
- Developing liaison relationships with supervisors and unit heads to provide direct feedback on their performance in managing staff and suggestions for alternative methods as well as guidance on issues related to assigned specialty (e.g., training, talent acquisition, performance management, etc.).
- Participating in executive management team conversations to anticipate hiring needs, including both added roles and departures, and developing strong plans of action to clarify roles, identify and recruit qualified applicants, and select candidates using a competency-driven, actively inclusive processes.
- Managing periodic compensation analyses to ensure staff are compensated competitively and equitably.
- Coordinating the Employee Engagement Committee to create opportunities for staff to exercise agency and play a meaningful role in shaping organizational culture and team morale activities.
- Identifying vendors and sustaining those relationships to supplement capacity in service of talent work, ensuring that you are focused on areas of planning and strategy while accessing the capacity necessary to realize that plan and strategy.
- Familiarity with software such as ADP, Slack, and Zoom .to complete daily tasks and report status of unresolved duties.
- Providing excellent customer service internally and externally with the ability to act as a representative of BRHP to the public.
- Performing other duties as assigned.

General Requirements

- Honesty and integrity
- Professional behavior and empathy for colleagues, clients and external partners
- Collaborative, supportive approach to work, open-minded to learning new processes with an ability to manage change
- Strong work ethic

- Careful attention to detail
- Ability to work in a fast-paced, team environment and handle and prioritize multiple projects, deadlines, and excellent time management
- Experience working with a diverse population
- In-office presence and adherence to public health safety protocols and ability to work remotely

Talent Manager Required Knowledge & Skills

- Ability to gain thorough knowledge of BRHP's policies and procedures.
- Ability to identify and regularly create and take advantage of learning opportunities; to use newly gained knowledge and skill on the job and learning through application.
- Perspective of facilitating and enabling change rather than dictating it.
- Drive to proactively take the initiative, identifying problems and opportunities across your portfolio, developing recommendations, and taking action on those recommendations.
- Ability to plan and support the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities most effectively.
- Excellent written and oral communication skills and ability to conduct and lead exceptional conversations and trainings with individuals, small groups and larger audiences.
- Ability to analyze programs, policies, and prepare clear and concise administrative reports.
- Ability to select a path forward and/or develop appropriate solutions and take action that is consistent with available facts, constraints, opportunities, goals, and probable consequences.
- A depth of knowledge and experience around talent acquisition and retention, employee development, manager coaching, and staff experience acquired through either human resources roles or management of teams.
- Comfort utilizing Microsoft Office suite and other web-based communication applications.
- Desire to contribute to making change in our society, in housing and beyond.

Required Qualifications

- Bachelor's degree from a regionally accredited institution in Human Services, Public Administration, Business Administration, Nonprofit/Organizational Management, or Social Science and a minimum of eight (8) years proven experience in human resources.

- Understanding of federal, state, and local employment laws, taxes, and regulations.
- A high degree of discretion, professional ethics, and judgment in confidential matters and information

Preferred Qualifications

- PHR or SHRM-CP certification desired
- Knowledge of Yardi, SharePoint, and other software
- Knowledge of Public Housing Agencies

How to Apply

- Submit a cover letter tailored to the Talent Manager opportunity and resume to resumes@brhp.org. Applications without cover letters will not be reviewed. Applications are reviewed on a rolling basis, so please apply at your earliest convenience and no later than May 14, 2021.
- Job Type: Full-time; exempt
- Salary: \$65,000-68,0000 annually
- For more information about the organization, visit www.brhp.org