

INTERESTED CANDIDATES: Please send resume to hiring manager Laura Nalley at lnalley@bigshouldersfund.org



Job Title:	<i>Manager, Talent & Strategy</i>
Reports to:	<i>Senior Director, People & Leadership; Senior Director, Strategy & Communication</i>
Date:	<i>Summer 2024</i>

BIG SHOULDERS FUND

Big Shoulders Fund is an independent tax-exempt charitable organization that provides support to schools with demonstrated need which provide a quality, values-based education for children. We serve nearly 25,000 students and 92 schools in the Chicago and Northwest Indiana regions. Each school is a vital community-based organization and an anchor to its surrounding neighborhoods.

For thirty-eight years, Big Shoulders Fund has helped Chicago’s children achieve their dreams through access to high quality education. Of the nearly 25,000 students we serve, 83% identify as people of color and 69% reside in low-income households. We expand access and outcomes by investing more than \$40 million annually in scholarship support and enrichment programming for students; operational improvements for schools; cultivation of talent pipelines for school personnel from new teachers through veteran principals; and professional development and support for educators and leaders – all with the goal of not just strengthening schools, but whole communities, while preparing students for life-long success. To that end, 80% of scholars matriculate to college and students earn a degree at two times the national average. Latino and Black scholars graduate at three-times and four-times their counterparts, respectively, and graduates go on to vote, contribute, and participate at greater rates than local and national outcomes.

In 2019, Big Shoulders Fund began an exciting new chapter in Northwest Indiana by making a long-term commitment to The Region. Since then, we have worked to bring our unique approach to building the capacity of local school communities to best serve students and families of Northwest Indiana, with special focus on areas of greatest need: Gary, Hammond and East Chicago. The long-term goals of our efforts include elevating the quality of values-based schools in Northwest Indiana through: academic investments, instructional and data coaching; marketing and outreach efforts; and enrichment and summer programs to expand opportunities for students. **While some roles on our staff focus exclusively on Northwest Indiana, all Big Shoulders Fund team members contribute to the success of our work in The Region.**

Big Shoulders Fund has earned a four-star rating from Charity Navigator, America’s largest evaluator of nonprofits, for 17 consecutive years, a distinction held by less than one percent of nonprofit organizations nationally.

POSITION OVERVIEW

The *Manager, Talent & Strategy* will handle an array of responsibilities which support the work of two critical teams at Big Shoulders Fund: the People & Leadership team, and the Strategy & Communication team. This individual’s work will help propel forward the organization’s efforts of talent acquisition, onboarding, talent development & management, while also holding key responsibilities related to our work with the Big Shoulders Fund Board and its various committees. The *Manager, Talent & Strategy*

will demonstrate exceptional organizational abilities and attention to detail, discretion and confidentiality, superb interpersonal talents, as well as expertise in time management and work product delivery.

ESSENTIAL JOB FUNCTIONS

- Responsibilities pertaining to People & Leadership:
 - Source applicants through online channels, such as LinkedIn, Indeed, and other professional networks
 - Research talent acquisition trends to improve our organization's processes
 - Review resumes and applications of candidates to all open positions, and narrow the field of candidates for screening by hiring managers and the *Senior Director, People & Leadership*
 - Support the onboarding of new staff members and contractors to Big Shoulders Fund, including actions before and after a new staff member's first day, and throughout their first year on the team
 - Collect and assemble all elements to be included in the weekly staff email update
 - Collect and assemble all elements to be included in the monthly staff meeting, including PPT slides, handouts, etc.
 - Lead efforts to ensure compliance of all Big Shoulders Fund team members with all mandatory policies of the Archdiocese of Chicago/Diocese of Gary; as well as all laws and regulations (city, state, and national laws; OSHA, EEOC, etc)
 - Support professional development of Big Shoulders Fund team members: research relevant trainings, distribute and monitor the completion of various trainings
 - Partner with the *Senior Director, People & Leadership* to develop formal and informal programming which will strengthen the skills and efficacy of Big Shoulders Fund team members, while also deepening their ties with and context for our organizational mission in schools and communities
 - Support the process of updating and distributing the Big Shoulders Fund handbook
 - Complete additional tasks pertaining to human resources, organizational compliance, talent acquisition and talent development
- Responsibilities pertaining to Strategy & Communication:
 - Collect and assemble all elements to be included in regular board and committee meetings, including PPT slides, reports handouts, etc.
 - Attend and maintain minutes of all relevant board and committee meetings
 - Support the execution of all relevant board meetings
 - Complete additional tasks as needed by the Strategy & Communication team

ADDITIONAL EXPECTATIONS

- Demonstrate strength and skill in working with teachers, principals, students, and families from diverse cultural, economic, and ability backgrounds
- Attend and support the facilitation of fundraising events, service days, and other programs in Chicago and Northwest Indiana that further the mission of Big Shoulders Fund through its outreach to donors and schools as needed
- Work cooperatively with Big Shoulders Fund staff in Chicago and Northwest Indiana, and perform other duties as assigned
- *NOTE: As is true for all roles on our staff, this role requires availability to work some evenings and weekends for Big Shoulders Fund events*

REQUIREMENTS / QUALITIES OF THE CANDIDATE WE SEEK

- 5-7 years of experience in a nonprofit setting
- Bachelor's degree
- Accuracy and extreme attention to detail
- Proficiency in documenting processes and keeping up with industry trends
- Strong verbal and written communication skills
- Ability to handle multiple projects concurrently
- Ability to work cooperatively in a team environment
- Ability to balance daily operational tasks and responsibilities alongside high priority, deadline-driven project work
- Experience in using LinkedIn Talent Solutions/Indeed/other recruitment platforms to proactively source candidates a plus
- Facility with constituent relationship management (CRM) systems; experience with Salesforce database a plus
- Exceptional organizational, problem solving, and time management skills
- Experience handling confidential information with discretion and a steadfast commitment to safeguarding sensitive and/or private information
- Ability and desire to build and maintain effective working relationships with others
- Ability to thrive in a fast-paced environment
- High degree of responsibility, initiative, and professionalism
- Highly motivated and adaptable with a strong work ethic; operates with honesty, integrity, and a positive attitude
- Active desire to learn
- Cultural sensitivity and ability to work collaboratively with diverse groups of people
- Commitment to and passion for improving access to high-quality, values-based education options for all children
- Ability to work some weekends and evenings for Big Shoulders Fund events

NOTE: *This job description is not intended to be all-inclusive. Employee may perform other related duties to meet the ongoing needs of the organization and the students/schools it serves.*

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