



Manager of Recruitment - National

BES is a national non-profit organization that identifies and prepares excellent leaders to transform education in their communities. From school founders and executive directors, to operations leaders, deans of students, and directors of curriculum and instruction, BES trains leaders to build schools, to ensure their schools excel, and to sustain their results over time. Since 1993, BES has prepared leaders to found more than 195 schools in 46 cities across 21 states and Washington, DC, educating more than 63,000 students each year. 82% of these students qualify for free or reduced lunch, and 94% identify as students of color. In all, BES has trained more than 2,500 leaders to found, lead, and grow schools that reflect and respond to the needs of their communities.

BES is looking for a Manager of Recruitment to join the Talent & Recruitment team. This person will be an integral member of the BES team, responsible for directly sourcing and cultivating top candidates for BES and its programs, and cultivating relationships with our partnership pipeline organizations and connectors in alignment with the organization's strategic plan. The Manager of Recruitment reports to the Director of Recruitment.

Headline Responsibilities:

The Manager of Recruitment will be responsible for:

- **Sourcing Talent:** Identify and source national talent for BES, including for the BES Fellowship, executive search services, and internal hires, using a variety of sourcing methods, including LinkedIn, online research, event listings, resume books, and other tools and strategies.
- **Cultivating Candidates:** Cultivate a diverse candidate pool for BES through email and LinkedIn outreach, phone and Zoom meetings, virtual informational sessions, and in-person events and meetings. Build strong and lasting relationships with top talent to drive applications for BES. Support applicants through the application, selection, and matriculation process.
- **Relationship Management:** Identify and cultivate long-lasting relationships with regional and national partner organizations and connectors to identify prospective candidates for BES. Develop strategies to identify new partner organizations to build a pipeline of talent. Serve as an ambassador for all BES programming.
- **Event Management:** Identify and attend external recruitment events to source and cultivate a diverse talent pool for BES. Plan, execute and present at BES hosted recruitment events, including virtual information sessions and in-person recruitment events, to identify talent for BES.

Required Skills, Experience, and Competencies:

- **Organizational and Analytical Skills:** Organized and detail-oriented with experience using data and information tracking systems to drive results. Exceptional time management and organization skills.
- **Goal-Driven:** Self-starter with the ability to juggle competing priorities and multiple deadlines in a fast-paced, goal and mission-driven environment. Has a track record of meeting goals and deadlines under challenging and ever-changing circumstances.
- **Communication Skills:** Exceptional written and verbal communication and interpersonal skills. Skilled at engaging with a variety of stakeholders and crafting a compelling narrative to build relationships and garner buy-in. Strong presentation and public speaking skills.
- **Demonstrated Commitment to DEI:** Has a track record of making commitments to diversity, equity and inclusion in practical, tangible, and result-oriented ways. Demonstrates a willingness to learn about research-based tools and strategies to further BES's commitment to equitable and anti-racist practices.
- **Experience:** At least 2-5 years of professional experience in a challenging business, education, or non-profit role.

Preferred Skills, Experience, and Competencies:

- **Recruitment Experience:** Recruitment experience in an education or nonprofit setting
- **K-12 Education Experience:** Experience working or volunteering directly in K-12 education

Other Requirements:

- Up to 30% travel (when safe and practical to do so)
- Can be based anywhere in the United States

Compensation:

- BES offers a competitive salary and benefits package, which includes medical and dental coverage, a 401(k) contribution match, paid time off, paid parental leave, and the ability to work remotely. The 2021-22 salary range for the Manager position grade at BES is:
 - Starting minimum: \$56,250
 - Starting maximum: \$63,810
 - Ceiling: \$77,250