



Associate Director of Talent and 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 an Associate Director of Talent and Recruitment to join the Talent & Recruitment team. This person will be an integral member of the BES team, responsible for managing all operational aspects of BES Talent and Recruitment work, including candidate life cycle management, research and data analysis, systems and event management, marketing support, and screening of candidates for BES programming in alignment with the organization's strategic plan.

The Associate Director of Talent and Recruitment reports to the Senior Director of Talent and Recruitment.

Headline Responsibilities:

The Associate Director of Talent and Recruitment will be responsible for:

- **Operational Oversight:** Manage all aspects of candidate life cycle, including interview scheduling and coordination across multiple teams for BES Fellowship selection and internal hiring. Compile candidate materials in advance of interviews; create and manage systems for sharing and storing recruitment related information; and conduct basic online research on candidates.
- **Data Management and Analysis:** Coordinate data collection via survey tools and other mechanisms and conduct data analysis on candidate trends to inform recruitment efforts. Serve as the technical point person for CRM/ATS software, including creating new positions, workflows, emails templates, forms, and landing pages for use by the larger team. Continually iterate on systems and processes to improve current use of ATS to increase recruiter efficiency and accurately maintain data and records.
- **Event and Job Posting Management:** Identify relevant conferences and events to cultivate strong candidates for BES programming, and coordinate systems for registration and attendance. Help design and execute BES-hosted events, and represent BES in a recruiting capacity at career and graduate school fairs, and other conferences and events, as needed. Maintain and update job postings across various platforms and job boards.
- **Marketing Support:** Collaborate on strategy and execution of marketing campaigns across various platforms, including LinkedIn and email marketing. Support with the creation and execution of a strategic communications calendar and marketing content for the Talent and Recruitment team.
- **Candidate Selection:** Participate in early round application screening and interviewing for the BES Fellowship and internal hiring.
- **Recruitment:** Directly support recruitment efforts on an as needed basis, such as sourcing and cultivating candidates, conducting informational phone calls, and potential travel to meet with candidates and attend recruiting events.

Required Skills, Experience, and Competencies:

- **Experience:** At least 3-5 years of professional experience in a recruitment focused role in a challenging, fast-paced business, education, or non-profit setting.
- **Organizational Skills:** Highly organized and detail-oriented with exceptional time management skills. Self-starter with the ability to juggle competing priorities and coordinate across multiple calendars and schedules in a fast-paced, goal-oriented and mission-driven environment.
- **Analytical Skills:** Strong quantitative and qualitative data analysis skills. Comfort with technology (i.e.



build. excel. sustain.

Google Suite, CRM/ATS platforms, LinkedIn) and using data and systems to drive outcomes. Experience collecting, managing and analyzing data in a professional setting to inform strategy and drive results.

- 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.

Preferred Skills, Experience, and Competencies:

- K-12 Education Experience: Experience working or volunteering directly in K-12 education.
- Technology: Experience using ATS/CRM software in a recruitment focused role.

Other Requirements:

- Up to 15% 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 Associate Director position grade at BES is:
 - Starting minimum: \$65K
 - Starting maximum: \$85K
 - Ceiling: \$95K