



### Position Description

**Vice President of Talent & Equity**

**The Forum for Youth Investment**

**FULL TITLE:** Vice President, Talent & Equity

**SUPERVISOR:** COO

**PURPOSE:** To play an integral role in building organizational capacity and standing up a new Human Resources function, in partnership with the COO, with responsibility for building organizational culture and performance excellence that advances the Forum's mission and strategic goals. This role serves as the lead advisor and subject matter expert in human resources, including recruitment, performance management, talent development, and advancing diversity, equity, inclusion. Accountable for the entire HR function, the Vice President also serves as a business partner to the executive leadership team comprised of the CEO, COO, and Executive Vice Presidents. The partnership will entail creating, leading and implementing initiatives, policies and procedures, legal compliance, systems, and best practices to recruit, develop, and train a diverse and high-performing workforce.

### Organization & Background

Founded in 1998, the **Forum for Youth Investment** is a national nonprofit, nonpartisan "action tank" committed to changing the odds that all children and youth are ready for college, work, and life. The Forum connects leaders to ideas, services and networks that can help them make more intentional decisions that are good for young people, even in the face of limited resources. It helps leaders who are trying to improve & align policies, plan & partner for impact, and/or strengthen programs & adult practice across all the systems and settings where young people spend time.

The Forum is a thriving organization with a budget of \$11 million, a staff of 50, and headquarters in Washington, DC. The Forum overall is funded by a mix of foundations, corporations, and a fee-for-service contract base. For more information on the Forum, please visit [www.forumfyi.org](http://www.forumfyi.org).

## Position Responsibilities

Partner with the leadership team to formulate, develop, implement, and evaluate a talent management strategy to achieve the organization's vision, mission, and strategic goals and to create value for its customers and stakeholders. Create systems, processes, and trainings for supervisors/hiring managers to attract high quality diverse talent and manage performance to achieve organizational excellence. Develop workforce planning strategies to align the organizational structure and roles to the organization's functions and strategy. Facilitate the creation, development, implementation, and management of the organization's diversity, equity, and inclusion initiatives, goals, strategies and metrics for success or improvement. Serve as a strategic business advisor to executive and senior management teams for each business unit regarding organizational and HR management issues. Develop and implement best-in-class talent management processes and systems for recruitment, hiring, onboarding, performance management, professional development, and employee engagement.

Specific responsibilities include but are not limited to the following:

### Talent Acquisition

- Oversee recruitment efforts to ensure the organization is effectively and efficiently sourcing and selecting highly qualified diverse candidates, supporting hiring managers in building recruitment partnerships and developing policies, procedures, and metrics, using a DEI lens.
- Lead onboarding process, to effectively connect new employees to Forum's mission, values, and strategy, while providing clarity for all employees and their respective roles in relation to the organizational vision and all functions led by each unit in the organization.

### Talent Management & Equity

- Provide infrastructure to advance our internal diversity, equity, and inclusion (DEI) priorities and leading the strategic plan's talent management work stream.
- Oversee organization's compensation and benefits philosophy and policies.
- Update employee handbook and policies, utilizing a DEI approach.
- Identify ways to increase staff retention and productivity, including action plans to enhance employee engagement, leadership, and staff development.

### Performance Management & Engagement

- Manage employee relations, organizational culture, and other elements that contribute to employee retention and engagement.
- Develop and implement new performance management system, including revision of position descriptions with clear links to functions and capabilities and creating a data-driven approach to evaluations.
- Lead supervisors' meetings to ensure all leaders are effective in managing performance, providing constructive feedback and year-round coaching, while identifying where performance gaps exist and developing plans to close those gaps.

- Mitigate legal risk to the organization through proactive training and education around clear systems and processes for managing conflicts with and between employees, overseeing the HR vendor's investigation of complaints of harassment/discrimination or other grievances, and liaising with the Forum's employment counsel.
- Solicit regular feedback via employee engagement surveys, culture and climate surveys, pulse checks and other mechanisms and act on the data and feedback to increase employee engagement and support a healthy organizational culture that reflects the Forum's values.

### Compensation and HRIS

- Design and implement a competitive compensation system and benefit package to attract and retain staff.
- Partner with leadership periodically to review compensation and benefits trends, monitor pay practices and proactively address issues, manage benefit broker resources and benefits enrollment process; manage the HR vendor responsible for leave administration and the payroll function.
- Design and implement a strategy to optimize and integrate HR technology, enabling managers and employees to easily perform people-related transactions (e.g., benefits enrollment and renewal).

### Department Leadership

- Lead the Human Resources function, including but not limited to personnel and professional development budgets, forecasts, staffing, culture & climate, compensation, and performance management to ensure organizational targets are met.
- Communicate regularly with the CEO, COO, and executive leadership regarding critical HR matters.
- Maintain current knowledge and application of all relevant employment laws and regulations at the local, state, and federal level to ensure compliance.
- Educate and advise supervisors and senior leaders on HR-related best practices for conflict resolution, performance management and legal and regulatory matters, while ensuring HR programs, practices and policies are aligned.
- Document, communicate, and enforce policies and standard operating procedures.
- Securely maintain confidentiality of employee files and records.

### Performance/Character Requirements

We are looking for a leader with experience building exceptional staff teams that drive growth. In this role you will create a unit roadmap in partnership with the executive team and other unit leaders. Then it's time to get results through exceptional implementation of the plan with the help of the team you lead. Characteristics of successful candidates include:

- **Manages Self** – You ask for feedback on impact of your behavior on others. You identify and follow through on actions in response to constructive feedback. You honestly assess your own strengths and know what weaknesses need support.
- **Leads Courageously** – You act courageously to make changes that will improve the organization. You consistently drive to successful outcomes and stay composed and positive in challenging situations.
- **Communicates Effectively** – You communicate (both in writing and verbally) clearly, succinctly, and in a timely manner. You provide information people need to know to do their

jobs, make accurate decisions, and to feel part of a team. You are able to engage an audience and achieve the desired effect in a variety of formal presentation settings.

- **Builds High-Performing Teams/Develops Others** – You form and lead teams capable of getting results. You create a learning environment of creativity and engagement. You can effectively raise and resolve conflict with the team. You provide frequent and timely developmental feedback to others and construct compelling developmental plans. You take personal responsibility for mentoring high-potential employees.
- **Makes Quality Decisions** – You clearly state where you stand on issues, even if it is unpopular. You seek input from appropriate parties before making decisions, and still make timely decisions.
- **Demonstrates Strategic Agility** – You anticipate future consequences and trends accurately. You're able to align your goals to the overall organizational strategy. You can create breakthrough strategies and plans.
- **Demonstrates Business Acumen** – You understand and create opportunities to cultivate and support exceptional partnerships. You are able to make the case for decisions and initiatives. You adapt strategies and tactics to create a success defined by metrics.
- **Influences and Negotiates** – You influence others by building coalitions or alliances among diverse groups. You effectively adapt influence strategies depending upon the situation. You're skillful at removing barriers that get in the way of effective collaboration among groups.
- **Manages Vision and Purpose** – You inspire commitment to a compelling vision and shared values. You create a climate in which people want to do their best. You're able to champion change and lead the organization through a transition.
- **Thinks Strategically, Executes Skillfully** – You can see the forest through the trees and know how to craft strategic short and long-term programs that are aligned with organizational goals. At the same time, you can't wait to roll-up your sleeves and get the work done.
- **Is Goal Oriented** – We want someone who is a doer, with doggedness, a determination and commitment to reach a goal, and a strong bias toward action. You always find a way to make it happen.
- **Demonstrates Creativity** – While there are tried-and-true tactics in your toolbox, you explore new ways of thinking and continually strive to create best-in-class programs that move your organization and field forward.
- **Handles Ambiguity** – You can effectively cope with change and lead others through it.
- **Communicates Assertively** – As a senior-level communicator, you express opinions directly, confidently, and accurately. You can also be very persuasive and influence the way others think, feel, or behave.
- **Collaborates & Values Relationships** – You can quickly gain the respect and trust of your direct reports, peers, and leadership team. You understand the importance of listening, asking probing questions, and allowing others to be heard.
- **Takes Risk** – The entrepreneurial spirit shines through in your willingness to experiment with new approaches and act even though the outcome is uncertain.
- **Models Diplomacy** – You have worked in diverse settings and understand the cultural sensitivities of doing business with partners and clients around the country. You are tactful in dealing with diverse people or situations.
- **Exhibits Professional Acumen** – You demonstrate confidence, experience, and poise under pressure.

## Qualifications

- A minimum of 7 years of HR generalist experience partnering directly with senior leadership to develop, align and implement HR and organizational development strategies

- Advanced degree preferred
- SPHR or SHRM-SCP certification preferred
- Demonstrated track record leading DEI initiatives.
- Ability to operate effectively at the macro and micro levels and provide thoughtful, progressive, and strategic guidance to leadership and staff at all levels
- Experience supervising and developing staff and coaching other managers to develop high performing teams
- Working knowledge of employment laws and compliance trends in multiple states
- Experience handling employee relations and managing performance/conduct, including progressive discipline/corrective action process
- Experience partnering with third party vendor implementing action plans and systems for talent management, compensation and benefits, and HR technology
- Strong business acumen and core leadership abilities, including the ability to perform workforce analysis, forecasting staffing and development needs
- Active and inquisitive listener who can probe and distill the underlying needs and/or root cause of an issue
- Strong critical decision making, project management, and process improvement abilities
- Strong interpersonal and relationship building skills
- Ability to present information, orally and in writing, including developing and delivering presentations
- Ability to anticipate and solve practical problems and function effectively in ambiguous situations
- Ability to identify, influence, and collaborate with key stakeholders to achieve desired organizational outcomes
- Outstanding judgement, sensitivity, and high discretion
- Proficiency in Microsoft Office Suite and HRIS applications
- Non-profit experience is a plus

*This is not an exhaustive list of all responsibilities, duties, skills, efforts, or requirements or working conditions associated with the job. While intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require different tasks. This description does not constitute a contract of employment and The Forum may exercise its employment-at-will rights at any time*

### Working Environment

Flexibility is required to adapt to the dynamic work environment of a non-profit “action tank” that has national clients and exposure during a key inflection point in the organization’s development. Ability to lead and advise on change management initiatives is essential. The VP of Talent and Equity will be based in the Forum’s Washington, DC office.

### Position & Compensation

The salary range, duties and responsibilities of this position meet the requirements of Section 13 (a) (1) of the Fair Labor Standards Act and therefore qualifies as an "exempt" position. The starting salary for this executive-level leadership position is targeted between \$117K and \$125K, dependent upon experience and qualifications, with a comprehensive benefits package. Please send resume and cover letter with salary requirements to: [jobs@forumfyi.org](mailto:jobs@forumfyi.org). Applications will be reviewed on a

rolling basis. If your application is selected for an interview, you will be contacted directly. No telephone calls or inquiry emails, please.

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*The Forum for Youth Investment is committed to creating a diverse work environment and is proud to be an Equal Opportunity Employer and drug-free workplace, and to comply with ADA regulations as applicable. All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, severe/morbid obesity, medical condition, military/veteran status, genetic information, marital status, ethnicity, alienage or any other protected classification, in accordance with applicable federal, state, and local laws. We encourage individuals of all backgrounds to apply. If you are a qualified candidate with a disability, please email us at [jobs@forumfyi.org](mailto:jobs@forumfyi.org) if you require a reasonable accommodation to complete your application.*