

Job Description – Executive Director for Talent Acquisition

Client:	Johns Hopkins University
Position/Title:	Executive Director, Talent Acquisition
Reporting Line:	Vice President, Human Resources
Position Location:	Baltimore, MD (Hybrid)
Search Firm Contact:	Tiffany Stewart, TStewart@HumanCapitalLLC.com Milton Hall, Mhall@HumanCapitalLLC.com

Summary of Position:

Human Capital Consultants, LLC has been retained by Johns Hopkins University (JHU) to identify an Executive Director for Talent Acquisition in Baltimore, Maryland. JHU was founded in 1876 and is best known for its pre-med, science and engineering programs. It is America's first higher-education research establishment and is home to nine world-class academic divisions working together as one university. JHU is also among the best values for students, one of the most innovative schools in the U.S., and home to one of the country's most diverse student populations.

Reporting to the VP of HR, the Executive Director for Talent Acquisition will lead and manage the design, development and implementation of a new talent acquisition strategy as well as the required policies, tools and processes to ensure that JHU has the talent required of a world- class university.

This leader will be a recognized subject matter expert in all phases of talent acquisition, guaranteeing that JHU has the temporary and permanent labor force required for the important work of the school. They will be responsible for developing strong partnerships with the university leaders and other HR team members in order to effectively influence, garner support for change, and drive strategic and progressive programs and initiatives.

Roles and Responsibilities:

- Collaboratively lead the evaluation and development of various talent acquisition processes, programs and tools for the recruitment of staff, administration, and executives.
- Support faculty acquisition where appropriate.
- Ensure programs are effective in terms of both outcomes and cost.
- Collaborate with TA professionals in the schools to build consistent tools and processes to ensure effective management of the recruitment process at all phases from identification of need, through recruitment, evaluation of candidacy, and offer. Provide input to IT on the development and continuous enhancement of the ATS and other supporting tools.

**Executive Director, Talent Acquisition
Johns Hopkins University**

- Collaborate with other entities to enhance the university's efforts to recruit an appropriately diverse workforce.
- Oversee the university's economic inclusion hiring initiative – the HireLocal portion of the HopkinsLocal campaign. This critical program creates more pathways for Baltimore citizens to achieve careers at Johns Hopkins.
- Work collaboratively with recruitment staff, HR colleagues, hiring managers, and community members to source, evaluate, and build pipeline of Baltimore city citizens for roles at the university.
- Develop programs to increase awareness among hiring managers, track and report on metrics; provides perspective and feedback to leadership on the challenges and opportunities. Supervise dedicated staff and represent the university at community events.
- Oversee executive recruitment function for the university. Develop strong relationship with external firms, representing the needs of the university and hiring officials.
- Oversees processes to ensure quality of candidate experience, diverse candidate slates, and appropriate talent evaluation.
- Lead the effort to manage the contingent labor program. Supervise 3rd party vendor, track metrics of performance, and drive continuous improvement efforts as chair of steering committee.
- Share perspective with other HR colleagues on trends and needs that impact TA and work collaboratively on programs to address needs.
- Enable the development and use of tools and processes to track effectiveness and manage TA efforts, oversee development and interpretation of robust analytics, and make recommendations for adjustments to human resources and university leadership.
- Ensure that new programs and initiatives are implemented in close collaboration with critical stakeholders and develop effective change management strategies.
- Manage and ensure effective vendor management processes and performance by 3rd parties supporting talent acquisition initiatives, programs, and tools.
- Oversee a large team of talent acquisition professionals, including identifying, developing and acquiring required skills and capabilities. Set high standards for achievement.
- Ensure the professional development of the staff, including the development of future leaders.
- Create an environment that stimulates growth, innovation, and encourages staff to make significant contributions to their field.
- Effectively manage budget and resources.

Knowledge, Skills, and Abilities:

- Strong knowledge and high level of comfort with applicant tracking and recruitment systems, models and methodologies. Strong professional recruitment network and knowledge of external recruitment practices and trends. Technically proficient with a proven track record in all aspects of internet recruiting and on-boarding.
- Demonstrated executive presence, including strong consulting skills, written, oral and presentation skills. Ability to negotiate and influence others. Impeccable judgment and professionalism in handling and communicating confidential and sensitive employee or prospective employee data.
- Demonstrated ability to mentor and develop staff, and to cultivate strong relationships across organizational boundaries.
- Significant achievements in leading-edge talent acquisition strategies and practices.
- Experience utilizing results from workforce analytics in the design, implementation and assessment of recruiting approaches.

Education and Experience:

- Bachelor's Degree and at least 10+ years of progressively responsible talent acquisition experience, including at least 5 years managing a recruiting function.
- Master's degree in HR, Industrial Organizational Psychology, Business or a related discipline strongly preferred.
- Relevant professional certifications, such as Certified Internet Recruiter, Certified Staffing Professional, Professional Recruiter Certification, PHR/SPHR preferred.

Well-Qualified and Interested Candidates should forward their Resume / CVs to Tiffany Stewart at TStewart@HumanCapitalLLC.com or Milton Hall at Milton Hall, Mhall@HumanCapitalLLC.com.

Disclaimer: The above statements are intended to describe the essential job functions, general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. Our client is an equal opportunity employer and does not discriminate on the basis of race, gender, physical impairment, sexual orientation or other diversity distinctions. All due and reasonable consideration will be given to qualified candidates.