

Director of Volunteer Management

Under the direction of the Vice President of Human Resources, the Director of Volunteer Management will create, lead, and provide oversight and for all volunteer teams across the organization. This position is responsible for managing the Performance and Talent Management Process.

You will be responsible for building and supporting a performance management process, while designing a fresh approach going forward for our operations. As the Rare Genomics Institute grows, there is a need for fresh approaches to talent management. You will build, gain agreement to, roll-out, and maintain a talent management and succession planning process. Oversee candidate tracking, placement and performance review, maintain metrics for all teams and positions and manage all volunteer records including hiring, turnover, satisfaction, exit interviews, etc. This position will effectively track all positions and ensure that processes are in place and being followed. This position will supervise a staff of 2 people.

Responsibilities

Performance Management

- Oversee the performance management process for the Rare Genomics.
- In collaboration with Team Leads, create performance goals with measurable outcomes.
- Define the priority of each job responsibility and goal.
- Define performance standards for key components of the job.
- Hold interim discussions and provide feedback about employee performance summarized and discussed, at least, quarterly. (Provide positive and constructive feedback.)
- Maintain a record of performance through critical incident reports. (Maintain notes about contributions or problems throughout the quarter in volunteer file.)
- Provide the opportunity for broader feedback.
- Keep abreast of industry changes in performance management and design/implement a new program that breaks the mold
- Bring performance management into alignment with an Integrated Talent approach
- Establishes the business requirements for all recruitment systems and ensures that the team is trained on the optimal use of the systems.

Talent Management

- In collaboration with the Manager of Volunteer Engagement, create and own the global talent management metrics dashboard and monthly reporting, translating the activities of leadership development, employee engagement, and performance into a comprehensive analysis that correlates people movement and program effectiveness.
- Responsible for supporting the company culture in conjunction with the Director of Talent Acquisition, with primary responsibility for performance review management.
- Lead the design of the talent management process, bringing in innovative approaches.
- Keep abreast of industry best practices for assessing potential and implement as appropriate.

Succession Planning

- Design and facilitate a succession planning process.

HR Systems

- Work closely with HRIS and our HR team to design a Talent Management and Succession Planning module to support talent management.
- Work closely with HRIS to update the Performance Management module as needed.

Desired Skills and Experience

- Bachelor's degree in Human Resources, Organizational Development or comparable degree
- 5 years of HR experience required, 3-5 years of Performance & Talent Management experience OR 1-3 years of Performance Management & Talent Management experience OR HRBP experience.
- Experience designing or administering talent management initiatives for entire businesses, organizations or functions.
- Talent management, succession planning, facilitation, learning & development experience.
- Project management and vendor management experience preferred.
- Strong communication (oral and written), interpersonal relationships. Proven ability to communicate professionally with all levels of management.
- Demonstrated success working in a team environment on multiple projects with changing priorities.
- Demonstrated ability to successfully drive changes through influence, persuasion, and collaboration in a team environment.
- Participate on other projects as assigned

Required Skills

- Effective communication
- Attention to detail
- Ability to effectively work with minimal supervision
- Effective communication skills at all levels (written and verbal)
- Strong analytical skills
- Attention to details Well versed with computers and software applications
- Ability to effectively work with minimal supervision
- Effective at prioritizing work to ensure deadlines are met
- Be thoughtful and helpful to those around you.
- Be generous with your knowledge and time
- Treat others with respect
- Have open, honest, and timely conversations
- Solicit feedback
- Work in all capacities to meet the NEEDS of the organization; this may require working on tasks outside of your essential job functions and requirements as assigned by your supervisor, manager, or directors.