



Position Description

Position Title:	Recruitment and Selection Manager
Reports To:	Senior Recruitment and Selection Manager
Classification:	Full-Time
FLSA Status:	Salaried Exempt

ABOUT LFA

Lead For America is a nonprofit that exists to ensure that our nation's most dynamic and diverse leaders are working on our communities' toughest challenges. To that end, LFA helps outstanding young people become civic leaders, particularly in their hometowns and states. In our flagship two-year paid Fellows program, we've funded and placed over 100 Fellows in newly created positions in their home communities since 2019, and plan to have 100 additional Fellows starting in August 2021. Along with our Fellows program, we have placed 150+ Summer Fellows, launched 10+ college chapters nationwide, and incubated five state and regional affiliates to date.

WHY WE'RE HIRING

Lead For America is about to begin a period of tremendous growth. From the organization's founding in late 2018, we have placed 100+ Fellows in 24 states, raised several million dollars from public, private, and philanthropic partners, and are now operating 5+ state and regional affiliates. By the end of 2021, we expect to grow from 16 full-time employees to 25, which will put us in position to significantly expand our fellowship and education programs, while also investing in deep place-making work in "demonstration cities" to build comprehensive talent and civic education strategies in distressed communities.

We are looking for team members who are excited about being a part of this growth and helping shape a nationwide movement that will be enlisting thousands of young leaders every year. We are seeking people who will see this role as a path to leadership development and professional growth. The right team additions will feel energized and excited by enormous responsibility and opportunities for creative autonomy and must be disciplined, self-motivated, highly organized, and have excellent oral and written skills.

Recently, to embody our values and best serve communities struggling with Brain Drain, we relocated our headquarters to Dodge City, Kansas (to learn more about our planned work in Dodge City, see [here](#)). Because we hope that all of our staff members will be actively involved in community building efforts, for most roles we are prioritizing hires for people who are willing to live and work in Dodge City, or are able to spend a significant amount of time there each month, after the pandemic is over. We understand that not everyone can relocate and still welcome applications from those applying to work from anywhere in the country (also, note that positions that allow or require working outside of Dodge City will note that in the position summaries).

POSITION SUMMARY

Responsible for managing the direct outreach strategy (1:1 engagement) of the Lead For America recruitment and selection department.

ESSENTIAL FUNCTIONS

Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is illustrative ONLY and is not a comprehensive listing of all functions and tasks performed by individuals in this role. It does not imply that all positions within the class perform all the duties listed, nor does it necessarily list all possible duties that may be assigned.

- Manage the success of the direct outreach strategy to candidates for the Lead For America fellowship. Direct outreach includes outreach using LinkedIn Recruiter, Handshake, and candidate phone calls.
- Track progress of the direct outreach process by maintaining analytics through Salesforce to ensure that the strategy is meeting its goals, and adjusting the strategy when needed.
- Oversee interns, Fellow contractors, and other staff who are engaging in sourcing candidates, sending messages, replying to messages, and engaging in candidate phone calls as part of the direct outreach strategy.
- Ensure world class quality and timeliness of engagement across all direct outreach methods.
- Refine and implement the direct outreach work flow to ensure all candidates are receiving the right communications at the right time.
- Within the direct outreach team, cultivate a strong mission-aligned culture that emphasizes the values of LFA throughout the candidate engagement experience.
- Consult with the Senior Recruitment and Selection Manager on the systems and technologies needed to ensure success through the direct outreach methods.
- Support the selection process with the rest of the recruitment team by reviewing applications and conducting candidate interviews.
- Support the indirect outreach process (recruitment outreach through other methods like social media and university engagement) on an as needed basis.
- Contribute to the direct outreach approach by sourcing candidates, sending messages, replying to messages, and taking phone calls when the intern, contractor, and staff network does not have enough capacity to meet demand.
- Liaise with LFA affiliate recruiters to train, coach, and advise on direct recruitment to support success of the strategy across all parts of the organization.

QUALIFICATIONS

Education

BS degree in Human Resources, Business Administration, Political Science, Economics, a social science, or a related field required. 2+ years of related experience required. Experience with recruitment or marketing in a social-impact organization preferred.

Experience

Previous recruitment and team management experience required, preferably within a civic-minded, non-profit organization. Experience as a board member of a non-profit organization familiar with nonprofit finance and accountability desired.

Knowledge, Skills, and Attributes

- Mission/Vision: able to support and articulate the organization's mission, goals and objectives in a positive and inspirational manner.

- **Strategic Vision and Agility:** ability to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan; ability to consistently make good decisions through a combination of analysis, wisdom, experience, and judgment.
- **Operational Management:** understanding of strategic planning and ability to recognize and align effective partnerships to support each where needed; manage confidential information with discretion and care.
- **Communication:** relate well with all types of people; patience to hear others out and build rapport with dignity and tact; promote and demonstrate collaboration; relay information that is sufficiently detailed and promotes desired results.
- **Leadership:** effective capacity for managing and leading people and scaling up operations; ability to connect to applicants, interns, and staff on an individual- and team-based level; capacity to impose accountability, develop and empower leaders from the bottom up; cultivate entrepreneurship and learn the strengths and weaknesses of the team so as to put people in a position to succeed.
- **Results-Oriented:** mindset for exceeding goals; high standard for excellence and attention to detail; ability to balance the delivery of programs against the realities of a budget; provide accurate results that are well thought-out and complete; exhibit high standard for excellence and attention to detail.
- **Capacity Building:** ability to effectively build organizational and Fellow capacity, selecting and developing highly qualified team members and the processes that ensure that recruitment efforts run smoothly.
- **Action Oriented:** strong work-ethic; ability to act and react as necessary, even if limited information is available; not afraid to take charge of a situation; can overcome resistance to leadership and take unpopular stands when necessary.

SALARY RANGE

For the sake of clarity, we provide information about the minimum and maximum salaries we have the capacity to provide at this time. Starting salary is dependent on role, experience level, and cost of living of the job location for positions where there is geographic flexibility. Based on these factors, the below salary range is subject to vary considerably. Note that salaries are expected to rise over time with inflation and the growth of the organization.

Minimum starting salary (assuming minimum required experience met): \$45,346

Maximum starting salary (assuming 30+ years of related experience): \$68,019

BENEFITS

This position includes a retirement plan, health insurance, 15 days PTO (with increasing PTO over time), 12 weeks of parental leave (including the first 4 weeks paid), and a \$750 annual professional development allowance. For full benefits, see our Benefits Overview available [here](#).

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

This position requires:

- Normal periods of sitting, standing and walking, typically in an office environment.
- Type/enter data on keyboard.
- Normal vision and hearing (with or without correction).

- Speaking one-on-one and in a group setting.

Majority of work is performed inside an office building and temperature controlled. Must be able to attend and participate in outdoor events in various weather conditions. Level of noise is usually moderately quiet.

Acknowledgements:

All the above duties and responsibilities are essential job functions for which reasonable accommodation will be made. All job requirements listed indicate the minimum level of knowledge, skills, and/or ability deemed necessary to perform the job proficiently. This job description is not to be construed as an exhaustive statement of duties and responsibilities or requirement and employees may be required to perform other job-related duties as requested by their supervisor. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Employee's Signature

Date

Manager's Signature

Date