

JOB ANNOUNCEMENT

DIRECTOR, TALENT SERVICES

(Remote Work from the Continental US)

ABOUT THE LCDA

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership and governance who are committed to paying it forward. Its mission is to develop, support, and increase the number of US Latinos on corporate boards. LCDA's strategy, to accelerate Latino placements on corporate boards, is focused on three areas: growing demand, growing supply, and raising awareness.

The Latino Corporate Directors Education Foundation (LCDEF) is the affiliated foundation of LCDA. Together with LCDA, the foundation is committed to paving the way for the next generation of US Latina and Latino corporate directors. Its strategic priority is to prepare, position, and grow the supply of Latino C-Suite executives for corporate board service, and lead the field with research-based reports and thought leadership.

OVERVIEW OF ROLE

The Director of Talent Services plays a key role supporting the organization's talent services portfolio and amplifying the profiles of LCDA members. The Director serves as a liaison with board placement influencers including search firms, private equity, and directly with a company's board of directors. The Director is responsible for overseeing the compilation of LCDA's Talent Services work related to board searches and data collection. This role will report to and support the Vice President of Member & Talent Services.

DUTIES AND RESPONSIBILITIES

Talent Services:

- Support LCDA's talent services portfolio including board search requests from search firms, private equity, mutual funds, LCDA members, or other types of company boards.
- Support board search requests by developing candidate research lists from LCDA's member system.
- Capture and maintain accurate market, client, and candidate information in LCDA's CRM and internal member system to facilitate the board search request and document member engagement.

- Develop tools and solutions for recurring requests. Suggesting process improvements to help create efficiencies.
- Lead the distribution of board opportunities and manage resume submissions to partners.
- Jointly with the VP, support panelist and speaker requests from LCDA partners and allies.
- Direct the internal member and company tracking database with the most current board movement data.
- Lead the tracking and reporting of talent services key performance indicators and impact metrics.
- Optimize technology for effective and proficient database and project management, community engagement, metrics, and reporting.
- Support coaching needs of members preparing to interview for a board.
- Work together with key stakeholders and partners on special projects as needed.

Partner Relationship Support:

- Jointly with the VP & CEO, engage and manage strategic partners that influence board placement.
- Manage partnership fulfillment and relationships that support the board search work of LCDA, including coordinating new partner onboarding and quarterly or yearly check-ins.
- Manage, review, and send HR and/or board recruiting-related correspondence and documents to partners and members.

Cross-Functional Support:

- Collaborate with LCDA-LCDEF's cross-functional teams as needed for virtual and in-person member events.

SKILLS AND QUALIFICATIONS:

- Bachelor's degree; masters highly desired.
- Minimum of 8 years' of demonstrated experience in diversity and inclusion, talent assessment, and or talent recruitment (or combination of). Corporate HR/Talent Services experience is a plus.
- Comfort and ability to engage and work with a varied set of business executive levels including but not limited to CEOs, corporate directors, senior executives, and recruiters.
- Passion for advancing and promoting diversity and/or motivated by mission based organizations and cultures.
- Strong writing, communications, and analytical skills; ability to develop messaging and deliver information to a diverse audience.
- Self-starter and self-motivated professional, who is creative and entrepreneurial; strong problem-solver who takes a solution-oriented and creative approach to challenges.
- Ability to think both abstractly and concretely, including comfort with ambiguity while still accomplishing meaningful results.
- Commitment to working with dynamic leadership and cross-functional teams, while able to also work independently and with the ability to manage multiple projects at a time.
- Personal qualities of integrity, credibility, and a commitment to the mission of the organizations.
- Fully proficient in MS Office Suite of programs (Excel, PowerPoint, Word); Google docs, and some database and project management experience desired.

- Ability to work or adapt to LCDA's operational tools including but not limited to Monday.com, BoardEx, and MemberLeap.
- Demonstrated success, preferably in the not-for-profit association sector or start-up environment, a plus.
- Bilingual in Spanish and English a plus.

Interested candidates must be comfortable working remotely, as well as meeting in-person a minimum of 3-4 times a year for team meetings and LCDA-sponsored events.

SALARY RANGE: \$85K-\$115K; Depending on skills and experience; full-time, remote work

PLEASE SEND RÉSUMÉ AND COVER LETTER TO:

Latino Corporate Directors Association

Attention: Carmen T. Joge at cjoge@latinocorporatedirectors.org

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. LCDA is an equal opportunity employer and does not discriminate on the basis of race, gender, ethnicity, marital status, sexual orientation, or any other legally protected status.