

## **JOB ANNOUNCEMENT**

### **TALENT SERVICES MANAGER**

(Remote Work from the Continental US)

#### **ABOUT THE LCDA/LCDEF**

The Latino Corporate Directors Association (LCDA) is a community of US Latinos at the highest levels of corporate leadership that 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. LCDEF is committed to paving the way for the next generation of US Latino corporate directors by providing educational programming and thought leadership to support the development of aspiring Latino and Latina directors. Together with LCDA, the foundation's strategic priority is to grow the pool of board-qualified US Latino executives prepared for corporate board service.

#### **OVERVIEW OF ROLE**

The Talent Services Manager, responsible for managing, compiling, and supporting LCDA's Latino Talent Intelligence work related to board searches, data collection of US Latino directors on F1000, S&P 500 and Russell 3000 company boards, and tracking of data on a quarterly and annual basis as specified. This role will report to the AVP of Member & Talent Services and will set up practices as needed to ensure work is being completed on a timely basis and executed as needed to ensure optimal results.

The following details the major duties and responsibilities involved with this position, including:

##### **Latino Talent Intelligence & Sourcing:**

- Manage LCDA's initiatives involving the research and identification of US Latino directors on F1000, S&P 500 and Russell 3000 company boards, among others.
- Manage internal member and company tracking database with the most current board movement data.
- Manage the tracking and reporting of annual and quarterly data trends on US Latino directors serving on publicly traded and large private company boards, including the production and distribution of LCDA's talent intelligence reports to strategic partners.
- Manage the research and compilation of member profile information for board searches.
- Manage and draft basic slide deck presentations as needed to elevate and promote the work of the research team.

##### **Member Recruitment & Engagement:**

- Support recruitment efforts to identify and engage potential new members.
- Manage the compilation of new member profile information in internal database.

##### **Partner Relationship Support:**

- Manage partnership fulfillment and relationships that support the research work of LCDA, including coordinating new partner onboarding and quarterly or yearly check-ins.

**Cross-Functional Support:**

- Collaborate with LCDA's Marketing team to promote Latino board and executive announcements on social media.
- Support the work of LCDA/LCDEF's cross-functional teams as needed for virtual and in-person events as needed.

**QUALIFICATIONS**

- Proficient experience with demonstrated skills, knowledge and experience in general research methodologies, tracking, and data analysis.
- Proficiency in CMS databases.
- Work independently, detail-oriented, strong time management, and problem-solving skills.
- High Proficiency in MS Office Suite of programs (especially Excel and Power Point).
- Ability to work with shared leadership and in cross-functional teams.
- Strong communications and writing skills.
- Strong organizational skills and ability to manage multiple projects at a time.
- Experience in the association or not-for-profit sector preferred.
- Ability to travel within U.S. 1-2 times per year

**SALARY:** Negotiable depending on skills and experience; full-time (40 hours a week); position can be either a permanent, full-time position or a full-time contract role

**POINT OF CONTACT:** Ozzie Gromada Meza, Associate Vice President for Member & Talent Services

**PLEASE SEND COVER LETTER & RESUME OF QUALIFICATIONS TO:**

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