



## Director of Human Resources and Talent Management

### Job Description

The Hunt Institute's mission is to provide unbiased research, technical expertise, and learning opportunities that equip and empower educators and policymakers to drive equitable reforms and become audacious champions for education.

Since its establishment in 2001, The Hunt Institute has emerged as a recognized and credible leader in the movement to transform American public education and a go-to source for reliable, objective, and timely information. The Institute works at the intersection of education policy and politics, supporting state and national officials and empowering them to transform education. The Institute's mandate is to inspire and equip elected officials and senior policymakers to make informed decisions that improve the lives of all children, with its primary audience consisting of governors, legislators, and other elected and state-level policymakers.

### Position

The Director of Human Resources and Talent Management will be responsible for driving and administering all HR programs, policies, and procedures for The Hunt Institute, with a key focus on the areas of recruitment, talent management, employee relations, performance management and compensation including benefits. Additionally, the Director of Human Resources will strategically partner with the organization's leadership to provide advice and guidance on a variety of people-oriented matters. The Director of Human Resources will review and refresh the core human resource functions including hiring processes, onboarding, and performance management. This position will report to the Chief Operating Officer as the sole HR practitioner for the organization. The ideal candidate will be based out of The Institute's Cary, NC office.

### Responsibilities

- Design and drive HR initiatives, policies and procedures that enable the organization to grow and the staff to thrive, while staying true to the values and culture of The Hunt Institute.
- Build and maintain strong and mutually trusting relationships with all members of the staff.
- Own the full recruiting lifecycle from workforce planning to onboarding (with support from contract recruiters as needed).
- Provide guidance to employees and managers on all aspects of Human Resources.
- Ensure compliance with all state and federal regulations related to HR (with support of legal counsel).
- Serve as brand ambassador at various events, such as career fairs and community job outreach programs.
- Support office operations of The Hunt Institute, including drafting and reviewing MOUs and consultant contracts.
- Review current HR systems and explore, and ultimately implement, new systems based on organizational needs.
- Evaluate and update The Hunt Institute's complete benefits plan.
- Research, implement, and maintain salary pay bands to standardized salary ranges across the organization and relative to peer organizations.
- Train, coach, and support managers to navigate evaluation, training, promotion, discipline, termination, and other HR issues.

- Collaborate with managers to update roles and responsibilities across the organization and implement a system for regular review and revision to descriptions.
- All other duties as assigned.

### Qualifications

- Commitment to the mission and vision of The Hunt Institute, alongside a passion for challenging entrenched systems of educational inequity towards the bettering of public education for all children.
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- 8+ years of progressive HR experience, including direct recruiting experience.
- Bachelor’s degree is required.
- PHR Certification preferred.
- A strong work ethic, with a results-oriented philosophy and personal qualities of trustworthiness, openness, integrity, kindness, flexibility, and a sense of humor.
- Ability to navigate the organization and collaborate effectively with employees of all levels.
- Sound judgment and discretion; able to handle sensitive and confidential information appropriately.
- Self-starter with the ability to prioritize in a fast-paced environment and work with minimal supervision.
- Excellent facilitation as well as oral and written communication skills; ability to prepare clear and concise reports and deliver formal presentations or training to all levels in the organization.

### Ideal candidates will also demonstrate:

- High level of professionalism & leadership.
- High standards of excellence in execution events.
- Knowledge of state and national P-16 education policy.
- Experience working in fast paced environment.
- Resourcefulness and good judgment.
- Experience working with and/or for elected officials.
- The value of diversity of thought, backgrounds, and perspectives.
- Willingness to work collaboratively and consider new ideas.

### Benefits and Compensation

The Hunt Institute offers competitive compensation and an attractive benefits package, including health, dental and vision and a 401(k) plan with an employer matching contribution policy.

We feel passionately about equal pay for equal work, and transparency in compensation is one vehicle to achieve that. The salary recruitment range for this position is: \$95,000 - \$116,250.

### Equal Employment Opportunity

At The Hunt Institute, Equal Employment Opportunity is our commitment and goal. All qualified candidates will receive consideration for employment without regard to race, national origin, gender, age, religion, disability, sexual orientation, veteran status, marital status, or any other protected status designated by federal, state, or local law. Applicants are encouraged to confidentially self-identify when applying. Employment is contingent upon successful completion of a reference check and background investigation.

To apply: Please submit cover letter, along with a résumé or CV to [applicant@hunt-institute.org](mailto:applicant@hunt-institute.org) with the subject line “Last Name – Director of HR.” No phone calls, please. **Priority will be given to applicants who apply by November 28, 2022.**