Helen Keller Intl
JOB ANNOUNCEMENT

Senior Manager, Recruitment
(flexible to be based where Helen Keller can support employment)

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

As we continue to grow and impact lives, we seek a Senior Recruitment Manager to implement and manage talent acquisition efforts for Global Management (our distributed headquarters function), the US and senior positions in our country program offices. This role will partner with leadership teams to design and implement effective recruitment strategies, focusing on diversity, equity, and inclusion.

The Senior Recruitment Manager will develop an extensive understand of Helen Keller's hiring needs and is responsible for the full recruitment cycle for their assigned portfolio, from developing clear position descriptions with required competencies, to sourcing and screening to offer negotiation and onboarding. The position holds a pivotal role in shaping our talent acquisition strategy and ensuring that Helen Keller hires candidates who align with our values and goals.

This position requires expertise in developing recruitment strategies, managing relationships with stakeholders, and promoting a positive employer brand and applicant experience. The incumbent must have a deep understanding of recruitment best practices, strong interpersonal skills, and the ability to manage multiple priorities in a fast-paced environment. The ideal candidate will have experience working in the international development sector and will have a successful track record of partnering with diverse stakeholders across multiple business units to source, select and onboard top talent.

Functional Relationships
The Senior Recruitment Manager will report to the Director, Talent Management and partner with managers and leaders from different departments across the global organization and will foster collaboration among teams and co-managers.

The Senior Recruitment Manager will serve as a subject matter expert to global colleagues requiring support, as well as on cross-departmental working groups. They will also engage and supervise consultants and other vendors, as assigned.

Helen Keller has a matrixed reporting structure. Regular communication and a spirit of teamwork among colleagues, both hierarchically and laterally are essential to make this structure thrive.

Key Responsibilities:

Recruitment Strategy and Planning: Develop and implement effective recruitment strategies including targeted outreach to underrepresented communities, to attract top talent, aligning with business needs and workforce planning. Maintain a solid understanding of industry trends and provide insight into the competitive landscape.

Diversity, Equity, and Inclusion: Demonstrated commitment to diversity hiring and experience in creating inclusive recruitment strategies. Ability to mitigate bias in the recruitment process and ensure that recruitment processes are inclusive, fair, and free from bias.

Full-Cycle Recruitment: Implement and manage the end-to-end recruitment process from position development through onboarding, including posting jobs, reviewing applications, scheduling interviews, and coordinating feedback.

Collaborate with the hiring manager to ensure accurate and competitive job descriptions and pay grades. Conduct recruitment launch meetings with hiring managers to define role requirements, job duties, and needed competencies. Proactively source candidates through various channels, including social media, job boards, networking events, and industry-specific platforms. Collaborate with key stakeholders to leverage their networks. Screen applications, conduct initial candidate screenings, and assess applicants' qualifications based on the stated requirements. Lead and/or prepare interview panels and gather feedback from interview panels.

Conduct and/or support others to conduct thorough and effective reference checks that integrate safeguarding considerations, verify employment history, and oversee pre-employment background checks. Negotiate salary offers and employment terms, ensuring internal equity and compliance with Helen Keller policies.

Stakeholder Collaboration and Relationship Management: Partner with hiring managers and People & Culture leaders to understand business needs and anticipate future hiring demands. Provide coaching and guidance to hiring managers on the candidate selection process and interview best practices. Coach and compose interview panels, to support a structured and equitable interview process. Serve as the primary point of contact for recruitment vendors, managing relationships to handle surge capacity as needed. Build long-term relationships with candidates, acting as an ambassador for the company and promoting our employer brand.

Onboarding and Process Improvement: Collaborate with colleagues and hiring teams to ensure a smooth and positive onboarding experience for new hires. Continuously analyze and improve recruitment processes to reduce time-to-fill and increase the quality of hires. Maintain accurate and up-to-date records in the applicant tracking system (ATS) and ensure compliance with recruitment policies and legal requirements.

Metrics and Reporting: Track key recruitment metrics, including time-to-fill, candidate satisfaction, and diversity hiring. Provide regular updates and insights to leadership on recruitment progress, challenges, and outcomes. Use data and feedback to refine sourcing strategies and improve candidate experience.

Qualifications:
- Proficiency in using Applicant Tracking Systems (ATS) and systems to manage candidate pipelines and recruitment processes.
- Strong working knowledge of sourcing tools and techniques, including LinkedIn Recruiter, job boards, social media platforms, and professional networks.
- Advanced skills in Microsoft Office Suite (Word, Excel, Outlook), and experience with data-driven recruitment metrics.
- Excellent verbal and written communication skills in English to develop strong position descriptions, effectively engage with candidates, manage expectations, and provide clear updates to stakeholders. French language skills a strong plus.
- Excellent interpersonal skills with the ability to build strong relationships with hiring managers, colleagues, and candidates.
- Ability to analyze recruitment data and metrics to identify trends and make informed decisions to improve hiring outcomes.
- Proven ability to handle multiple open requisitions and prioritize tasks in a fast-paced, high-volume recruitment environment.
- Demonstrated commitment to diversity hiring and experience in creating inclusive recruitment strategies and ability to mitigate bias in the recruitment process and promote equitable hiring practices.
- Experience training, coaching, and advising hiring panels and recruitment teams on best practices, interview techniques, and candidate evaluation methods.
- Proven ability to lead and collaborate with cross-functional teams to ensure the success of recruitment efforts.
- Strong organizational skills, with the ability to manage multiple priorities and keep track of recruitment progress while maintaining attention to detail.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, and to negotiate effectively with internal and external colleagues.
- Pro-active learning, keeping abreast of current and changing HR trends and practices
- Ability to work effectively both independently and as part of a team including ability to prioritize workload, assume responsibility for work, and follow through to completion.
- Collaborative, flexible and solution-oriented. An ability to maintain balance when under stress.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Personal commitment to Helen Keller's mission and goals and the values embodied by Helen Keller Intl's co-founder, Helen Keller: compassion, grit, rigor and optimism.
- Ability and willingness to flex work hours to accommodate multiple time zones, and to travel, as needed.

Education and Experience
- Bachelor's degree in Human Resources, Business Administration, or similar required, minimum of 8 years of full-cycle recruiting experience or equivalent combination of education and experience.
- Experience in a multi-national/multi-cultural organization, including experience recruiting and hiring for international assignees. Experience in the international development sector strongly preferred; public health experience a plus.
- Certifications such as SPHR, GPHR, or SHRM-CP are a plus.

To Apply

Qualified candidates should submit a cover letter and resume to HKI.Recruitment@hki.org noting the job title in the subject line. Applications will be accepted until the position is filled.

In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.

Helen Keller is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, veteran status or any other protected characteristic.

We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request accommodation during the application or interview process, please contact us at the email above or call +1 646-356-1789.