

- Sources, networks with, and proactively reaches out to minorities, female candidates, people with disabilities, and other under-represented groups
- Provides hiring managers with a strong slate of diverse candidates
- Mentors hiring managers on how to evaluate candidates objectively
- Oversees ongoing recruitment posting approaches, company career site, media campaigns, social media engagement, etc.
 - Oversee the design, plan, host, and attend recruiting events and career fairs
 - Plan and execute strategies for effectively engaging hiring managers in the recruiting process
 - Track, measure, and report on campaign results, including diversity metrics
 - Continually evaluate online recruiting resources and recommend and implement enhancements, including aligning with latest industry trends
 - Suggest and implement new strategies for improving the candidate experience and engagement
 - Ensure all mediums are in alignment with labor legislation, respect human rights, and have non-discriminatory language
- Builds long-term strategic talent pipelines with universities, and other outlets to drive consistent, high-level talent into the organization
- Serves as a senior brand ambassador at external recruiting events
- Works with HR Business Partners and Authority division leadership to identify strategies, tactics, and platforms to reach specific target audiences for hard to recruit positions
- Provides coaching and guidance to NJEDA leaders on complex recruitment issues

Lead Talent Development

- Supports the development of clear career pathways across all divisions of the Authority, including the retention and promotion of high performing employees.
- Design, deliver and maintain a mentorship program.
- Works with HR Business Partners and Authority division leaders to create an annual training/professional development plan based on organizational needs
- Leads the HR training staff in implementing and measuring training and professional development initiatives
- Collaborates with the Department of Diversity, Equity, and Inclusion (DEI) to create training initiatives to increase awareness and support of equity and inclusion values
- Promotes and incorporate diversity, equity, and inclusion initiatives in all talent-related functions
- Helps ensure a talent development-oriented approach to the annual performance review process
- Creates and implements strategies for building a talent network/ community

Required Skills and Abilities

- Previous work experience in a recruitment marketing and talent development role
- Previous work experience managing a team of recruitment & talent professionals
- In-depth knowledge of employer branding strategies, recruitment marketing, and talent development
- Excellent understanding of recruitment processes, candidate selection methods, and relevant laws, regulations, and compliance requirements
- Prior training (classes, seminars, or workshops around diversity in the workplace or relevant certification)
- Experience with recruitment marketing software
- Experience incorporating modern techniques & programs to the recruitment & talent functions
- Excellent communications and interpersonal skills
- Creative thinker and proactive problem solver
- Ability to understand NJEDA programs and services
- Excellent relationship building skills and the ability to build, coach and lead a team with varying levels of experience

- Encourages and facilitates cooperation, collaboration, and diversity within teams and across the organization
- Inspires a sense of shared purpose; drives a vision
- Demonstrates a commitment to achieving goals; drives for results
- Acts inclusively to encourage new ideas and initiatives; creates opportunities for change
- Influences, motivates, and challenges others
- Makes sound, well-informed, and strategic decisions; understands the impact and implications of decisions
- Adapts to changes in the work environment and manages competing demands
- Prioritizes and develops realistic action plans
- Must be highly organized, detail-oriented, handle various tasks simultaneously, and work independently within limited time constraints with little or no supervision
- Must be able to maintain confidentiality and deal effectively and diplomatically with business professionals and NJEDA staff
- Demonstrates respectful behavior and promotes a customer-focused work environment
- Proficient in Microsoft Office Suite and the ability to learn new software packages
- Ability to communicate effectively both verbally and in writing; proficient in grammar, spelling and editing; and foster communications with business professionals and EDA staff
- Ability to prioritize workload, must be highly organized, detail-oriented, handle various tasks simultaneously and work independently within limited time constraints with little or no supervision
- NJEDA utilizes Microsoft as the core application platform and proficiency in the Microsoft Office Suite is preferred

EDA Leadership Profile

- **Acquires and Develops Talent** – Acquires and develops talent to meet current and future organizational goals
- **Builds and Manages the Team** – Excellent interpersonal and relationship building skills with the ability to build, coach and lead a team with diverse levels of experience
- **Collaborates/Partners Effectively Across Boundaries/Functions** – Encourages and facilitates cooperation and collaboration within teams and across organizational boundaries to achieve strategies and objectives
- **Drives a Vision** – Inspires a sense of shared purpose; drives a vision
- **Drives for Results** – Demonstrates a commitment to achieving goals; drives for results
- **Encourages New Ideas and Opportunities for Change** – Encourages new ideas and initiatives; creates opportunities for change
- **Motivates and Energizes Others** – Influences, motivates and challenges others; encourages contributions
- **Thinks Strategically** – Makes sound, well-informed and strategic decisions; understands the impact and implications of decisions

Required Qualifications

Education and Experience Requirements

- Bachelor's degree in Human Resources, Business or similar field
- Minimum seven to ten years' experience as a human resources generalist with a focus on recruitment marketing and talent development
- Minimum five years supervisory experience
- Government experience helpful
- HR certifications preferred (PHR, SPHR, SHRM_CP etc.)
- HR memberships preferred (HRMA, Tri-State, SHRM etc.)
- Knowledge of NJ legislature and state employment laws

Advanced degree or industry-specific certification may be substituted for 1 year of experience.

Physical Demands

- Minimal
- Ability to work outside normal business hours, as needed

Travel

- As necessary to events, meetings, businesses, etc.

Certificates and Licenses Required

- **License:** Staff are required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Note

The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job description. Conversely, all duties performed on the job may not be listed. This job description is intended to convey information essential to understanding the scope, general nature and level of work performed by job holders within this job. This job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Your employment at NJEDA is voluntary and subject to termination by you or NJEDA at will, with or without cause, or with or without notice, at any time. Nothing in this job description shall be interpreted to conflict, eliminate or modify the employment-at-will status of NJEDA employees.

This position is considered exempt and is excluded from minimum wage, overtime regulations, and other rights and protections afforded nonexempt workers under the FLSA.

NJEDA reserves the right to amend/revise this job description as necessary to meet current and changing business needs.

Equal Opportunity Employer
NJ SAME Program

Position Requirements

- Foreign degrees/transcripts must be evaluated by a reputable evaluation service at your own expense and must be submitted prior to a start date. If this cannot be provided within 21 days of an offer the offer will be rescinded.
- Must comply with the "New Jersey First Act" which requires employees hired after September 1, 2011 to reside in New Jersey. Non-New Jersey resident employees must relocate to New Jersey within one year of their date of hire and provide proof of residency to Human Resources.
- Must complete an Outside Activity Questionnaire (disclosure of outside office or employment) on an annual basis.