



KID Museum Director, Talent Acquisition and Development

About KID Museum

KID Museum is the nation's largest educational makerspace for youth. Our mission is to revolutionize how kids learn through the maker experience. Through hands-on programming and deep learning experiences, we empower youth with the creative problem-solving and STEM skills to invent the future. With a focus on engaging populations traditionally underrepresented in STEM, our programs aim to build economic opportunity and diversify the future talent pipeline.

Our vision is to become the standard of excellence for inclusive, impactful maker learning nationally, and a model for how to expand access to maker learning at scale. Our headquarters in the Washington, DC region serves as our innovation hub. In partnership with local school systems, government and philanthropic leaders, we design and deliver K-12 programs that produce results at scale in a large and diverse metropolitan region. We leverage the learnings from this learning lab to create resources, training, and technical support to expand high-impact maker learning nationally. For more information, please visit www.kid-museum.org.

Position Overview

KID Museum is seeking a **Director of Talent Acquisition and Development** who will be responsible for building and implementing talent management strategies, programs and processes that will ensure we continue to attract, develop and retain exceptional talent, positioning KID Museum for ongoing growth. Reporting to the Chief People and Culture Officer (CPCO), the Director of Talent Acquisition and Development will provide leadership for recruiting, learning, and onboarding initiatives with a commitment to diversity, equity, accessibility, and inclusion, while focusing on the candidate and employee experience. They will also partner with the CPCO in the design, implementation and ongoing execution of leadership and staff development programs, succession planning, and long-term talent/ workforce planning.

The successful candidate will have a Bachelor's degree in Human Resources, business, or a related field with a minimum of 6 - 8 years progressive experience in recruiting/talent acquisition and learning/development. An advanced degree or human resources designation(s) (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred. Experience with applicant tracking, recruiting, and/or

onboarding software required. Ability to develop recruiting strategies and establish partnerships to source and identify key talent at all levels is a must.

The incumbent must have experience working in a dynamic and fast paced environment. Previous experience operating in and successfully implementing recruitment strategies in a non-profit, education institution and/or social impact focused organization is needed. Demonstrable experience building relationships with individuals, agencies, organizations, businesses and educational institutions is required. Must also be able to develop and implement learning strategies, practices and programs.

Essential Job Functions

- Develop, define, and lead an innovative, nimble and efficient talent strategy that advocates for diversity, equity, inclusion and belonging, ensuring we focus on the candidate experience.
- Oversee sourcing, hiring, and talent acquisition processes, ensuring they align with organizational objectives and are efficient and effective.
- Create an environment where there is shared ownership with leadership around building a culture of hiring top talent in support of achieving organization-wide objectives.
- Establish talent analytics to evaluate the impact and success of talent programs and adjust strategy based on insights.
- Develop sourcing strategies through a variety of channels including media, technological, and social solutions.
- Oversee relationships with third-party recruitment vendors and partners to build connections to source active and passive candidates.
- Leverage technology, data, analytics, and insights on hiring trends and markets to research and implement recruitment innovations throughout the hiring process.
- Working closely with the CPCO, develop and implement a Recruitment Marketing and Employer Branding strategy to attract high quality applicants.
- Research, implement and manage an applicant tracking system and innovative approaches to screening candidates in support of automating and streamlining the hiring process.
- In collaboration with the CPCO and senior leadership, develop, promote and facilitate talent review and succession planning processes, identifying and creating development plans for key talent, and supporting/monitoring their implementation.
- Work with leadership to assess and evaluate talent, addressing and identifying solutions for skills and training gaps.
- Design, implement and oversee a training strategy and platform, including the identification and implementation of critical in-house training for new and existing staff. This includes implementing a new employee onboarding program.
- Create a framework for career pathing and implementing meaningful solutions to activate our internal talent pipeline.
- Successfully complete other duties as assigned.

Minimum Qualifications

- Excellent project management, time management and organizational skills.

- Strong leadership skills; willingness and ability to lead, take charge, and offer opinions and direction.
- Ability to multitask, take initiative, work independently, and use creative problem-solving skills to solve technical or process-related problems while maintaining confidentiality.
- Self-motivated, forward-thinker with ability to work with minimal supervision.
- Strong written and verbal communication skills; ability to communicate effectively with the public, staff, vendors and contractors.
- Strong interpersonal, consultative and presentation skills.
- Strong knowledge of technology systems (i.e. learning management systems, Microsoft Office, Google Suite, etc.).
- Ability to adapt quickly in a fast-paced environment and collaborate with a diverse team of colleagues across the organization.
- Strong critical thinking skills - using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Able to build strong, effective relationships with people at all levels.
- Demonstrated passion and commitment to diversity and inclusion.
- A thorough understanding of state and federal legal processes, requirements, and legislation that impact Talent Acquisition and Development programs.

The successful candidate must be able to perform the above tasks independently, accurately, reliably, and in a timely manner. Compensation will be commensurate with experience. A comprehensive benefits package will also be included. Please send a cover letter and resume to careers@kid-museum.org for consideration.

Diversity, equity, accessibility and Inclusion are important, interdependent components of everyday life at KID Museum and are critical to our pursuit of excellence. KID Museum is an equal opportunity employer and does not discriminate against any employee or applicant for employment based on race, color, religion, national origin, age, gender, sex, ancestry, citizenship status, mental or physical disability, genetic information, sexual orientation, veteran status, or military status.