



**Position:** National Manager of Attracting Talent  
**Location:** Remote  
**Reports to:** Chief People Officer

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### **About SBP**

SBP, a leading social impact organization focused on disaster resilience and recovery, **solves the challenges facing at-risk communities** and scales impact with a proven model that brings the rigor of business and innovation to reduce risk, create resilient communities and streamline recovery. By taking this holistic approach, SBP shrinks the time between disaster and recovery in three connected ways—prepare, shape and build:

1. SBP **prepares** individuals, communities and organizations to mitigate risk and speed recovery.
2. SBP **shapes** federal policy and system change and state and local disaster recovery programs to be more efficient and effective.
3. SBP **builds** resilient communities efficiently and effectively and shares our proven model and approach with others.

### **Position Summary**

The National Recruitment Manager is responsible for meeting SBP's staff and AmeriCorps hiring goals by developing best in class recruitment strategies, training staff on recruitment techniques and best practices, tracking data, and continuously improving SBP recruitment.

This team member will partner closely with hiring managers and AmeriCorps Program Manager to ensure that all aspects of the sourcing, recruitment, hiring, and onboarding process are best in class. The National Recruitment Manager will deliver outstanding recruitment strategies, plans, and results in the form of suitable and high-performing team members onboarded to the SBP team.

The National Recruitment Manager provides recruitment support to AmeriCorps Program Managers and hiring managers to optimize outreach strategy, design, and execution across various platforms. Through regular monitoring of recruitment data and Program Manager performance, the National Recruitment Specialist will collaborate across SBP's operating sites to ensure SBP's national recruitment strategies align with organizational needs.

### **Responsibilities**

- Updates current and designs new recruiting procedures (applications, job descriptions, interview questions and process, onboarding, etc.)
- Responsible for achieving weekly and monthly targets associated with the organization's AmeriCorps member enrollment goals by recruiting quality candidates in an efficient and effective manner.
- Supervises the recruiting team and reports on its performance
- Ensures that job descriptions are up-to-date, highly marketable, and accurately reflect the role.
- Works with hiring manager to develop new position descriptions
- Keeps track of recruiting metrics (time-to-hire, EEO data, etc.)
- Implements new sourcing methods (social recruiting and Boolean searches)
- Researches and chooses job advertising options
- Advises and trains hiring managers on interviewing techniques and best practices

- Recommends ways to improve the SBP brand from a recruitment perspective
- Collaborates with the Marketing and Communications department to ensure recruitment materials are best-in-class and always up to date.
- Coordinates with department managers and AmeriCorps Program Managers to forecast future hiring needs
- Stays up to date on labor legislation and inform recruiters and managers about changes in regulations
- Participates in job fairs and career events
- Manages, grows, and develops new and existing partnerships with national establishments, community agencies, employment services, high schools, trade, and technical school as well as other national and local agencies to generate referrals
- Ensures that all applicant information flows through the Applicant Tracking System
- Serves as a resource for team members on all recruiting and hiring processes providing training and support on recruitment initiatives, systems, and interviews.

### **Requirements**

- Proven work experience as a Recruiting Manager, Recruitment Consultant or Recruiting Coordinator
- Hands-on experience with Applicant Tracking Systems and HR databases
- Knowledge of labor legislation
- Experience with phone, virtual, and in-person interviews, candidate screening, and evaluation
- Familiarity with social media and other professional networks as a tool for recruiting
- Excellent verbal and written communication and team management skills
- Strong decision-making skills
- BS in Human Resources Management or Organizational Psychology
- Must be able to pass FBI, state, and sex offender background checks

### **Performance Expectations**

- Able to juggle multiple, competing priorities in a fast-paced environment.
- Exceptionally self-motivated and curious.
- High level of personal accountability.
- Align work performance with SBP's core values.
- Top-notch written communication and interpersonal skills.
- Detail-oriented with strong troubleshooting, analytical and problem-solving abilities
- Superior work ethic and high energy level.
- Desire and ability to work, grow and learn in a startup environment.
- Plan and meet deadlines.
- Maintain a flexible work schedule to meet the demands of executive management.
- Demonstrate initiative and work as a team player.
- Convey a professional and positive image and attitude regarding the organization and the not-for-profit sector.
- Demonstrate commitment to continued professional growth and development.
- Ability to understand and engage diverse audiences and new target markets.
- Fosters a culture and environment that positions AmeriCorps members and staff for success and makes SBP a great place to serve and work.

*SBP is building a diverse and experienced staff. The organization encourages multiple perspectives and experiences, supports a multicultural environment, and strives to hire and retain a diverse workforce that reflects the populations we work with and the communities where we work. Our hiring and business practices appreciate the strengths offered through different backgrounds.*

*SBP is an equal opportunity, affirmative action employer and is committed to providing access, equal opportunity and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.*

*It is the policy of SBP not to discriminate against any individual, person, or group on the basis of disability and the intent of SBP to address any complaints that may arise pursuant to Section 504.*