



Position Title: Talent Development & Equity Director

Reports to: Chief Operating Officer

Position Status: Full-Time

Location: At any one of All Our Kin's four offices in the NYC-CT region (*Offices are located in New York City; Stamford, CT; Bridgeport, CT; and New Haven, CT*)

Target Start Date April 1, 2019

About All Our Kin

[All Our Kin](#) is a nationally recognized nonprofit organization that trains, supports, and sustains family child care providers to ensure that children and families have the foundations they need to succeed in school and in life. At All Our Kin, we support home-based family child care providers at every stage of their development – from parents and caregivers to professional educators and business owners – using a strength-based, high-touch approach. Through our programs, family child care providers succeed as early childhood educators and small business owners; parents have access to high-quality, affordable child care, making it possible for them to enter into and remain within the workforce; and infants and toddlers gain the enriching experiences that prepare them to succeed in school and in life. All Our Kin is recognized as a [national model](#), and has been [proven through studies](#) to raise the quality, availability, and sustainability of family child care.

All Our Kin first opened its doors in a housing development in New Haven, Connecticut in 1999. Today, we serve over 500 family child care providers in five Connecticut cities and New York City; these parents and educators in turn serve over 3,000 children in our community. Our ambitious strategic growth plan calls for us to add one new site per year, launch a new train-the-trainer service line and grow our organization from approximately 60 to 80 staff members over the next 2 years, with the goal of reaching 20,000 children by 2021.

What You Will Do

All Our Kin is seeking a highly passionate, organized and skilled leader to join the organization as the Talent Development and Equity Director. The Director will play a critical role in supporting All Our Kin's growth and talent needs by 1) developing systems to support talent development throughout the organization; 2) developing a centralized recruitment function; 3) leading staff engagement and development strategies and 4) promoting equity throughout the organization. In particular, you will:

Systems Building

- Perform regular benchmarking and internal reviews to align compensation and incentives across all roles within the organization
- Work with other senior leaders to drive organizational decisions and the strategic growth plan
- Conduct the annual staff survey and support all levels of the organization in engaging with the results to ensure continuous reflection and improvement of staff culture
- Work with the Finance Team to maintain accurate records for all staff members and ensure compliance with all applicable Federal, State, and local employment laws including, but not limited to EEO, ADA, FMLA, FLSA, workers' compensation, etc.

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- Develop systems for staff development and engagement that maintain consistency across all sites and programs
- Establish policies to allow staff members to voice concerns and suggestions in a constructive and safe way and communicate these policies throughout the organization
- Update the Employee Handbook as needed

Outreach & Recruitment

- Build diverse talent pools & pipelines for current and future job openings
- Manage and expand external partnerships with colleges, job boards and search partners
- Implement online and offline branding activities and participate in recruitment activities to drive awareness of All Our Kin
- Creatively leverage existing networks (e.g., education institutions) to fill hard to fill roles (e.g. family child care education coach)
- Manage the recruitment system and job postings, with the support of the Central Team Office Associate
- Develop recruitment processes and support hiring managers in all stages of the recruitment cycle, including crafting job descriptions, application, interviews, drafting offer letters and communicating with candidates
- Establish recruitment processes and policies to ensure equitable hiring practices across the organization
- Measure key outreach and recruitment metrics, like source of hire and time to fill positions

Staff Development, Engagement & Retention

- Manage the onboarding process for all new staff members and consultants
- Develop and implement staff member engagement, retention and wellness strategies
- Analyze results of staff member engagement strategies and recommend improvements based on feedback and analysis
- Oversee the staff member performance review, goal setting and performance improvement plan processes
- Coordinate, evaluate and when applicable, deliver staff professional development programming (e.g. staff-wide, retreats, management training)
- Coach managers in competency mapping and developing and engaging their supervisees
- Put systems in place to ensure inclusive leadership development and succession planning to meet the current and future needs of All Our Kin
- Develop a strategy for provider recruitment and pipeline to roles on All Our Kin's staff
- Maintain organizational charts and ensure all job descriptions are up to date

Equity, Inclusion & Justice

- Work with internal and external stakeholders to build and work towards a comprehensive strategy aligned with All Our Kin's Core Value ["Center Equity, Inclusion and Justice"](#)
- Support all staff members in embedding equity into their work and provide opportunities for reflective supervision

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- Build diversity, equity and inclusion as a capability throughout leadership and in the organization by coordinating professional development, coaching staff members and sharing resources
- Provide coaching to managers to enable them to effectively embed inclusive and equitable practices into their day to day work
- Regularly review and recommend changes as needed to All Our Kin's workplace, policies and procedures, to ensure that we are promoting and engaging in practices that are all inclusive and equitable; complete an equity audit of All Our Kin
- Act as an advocate, ensuring All Our Kin provides a supportive environment for all staff members, family child care providers and members of All Our Kin's community, regardless of their background
- Manage projects specifically intended to address equity and justice within the organization (e.g., staff equity retreat)
- Engage All Our Kin's senior leadership team and board of directors as champions of the organizational wide strategy to continue to grow into a more equitable organization
- Commit to building your skills in leading an equity focused organization by attending professional development, keeping abreast of nonprofit equity practices and/or participating in an equity learning community

Who You Are

- Hold deep beliefs in and commitments to
 - Making high-quality early care and education available to all children
 - Combating systemic racism and injustice
 - Serving historically disenfranchised communities
 - All Our Kin's mission, core values and model
- Experienced and Able to
 - Build long-term relationships with diverse stakeholders
 - Communicate well in writing and speaking
 - Set priorities and manage multiple, multifaceted projects simultaneously in a fast-paced, deadline-driven environment
 - Inhabit an entrepreneurial approach, flexibility, and drive
 - Solve tricky problems and make decisions well
 - Operate various computer systems and willing to use new technology
 - Offer, receive, and respond to regular feedback
 - Balance accountability with emotional intelligence when interacting with staff at all levels
 - Demonstrate sensitivity with staff representing all areas of diversity, including race, ethnicity, gender, ability, age, sexual orientation and religious beliefs/faith practices
 - Mobilize networks and relationships to bring in wide, skilled and diverse candidate pools
- Eager to build on
 - 10+ years of experience in talent development and/or management roles

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- Considerable experience with strategic planning, systems development, and implementation
- Considerable experience engaging in equity and social justice work
- A history of demonstrating discretion with confidential information
- Bachelor's degree in Human Resources Management or relevant field

What You Can Expect

All Our Kin is an innovative, high-impact organization that empowers a growing number of family child care providers, children, and families to succeed. As we scale All Our Kin's reach, we strive to maintain the collaborative, values-centered environment that is our hallmark and to continually invest in the backbone of our organization: our talented, mission-driven team. All Our Kin is an equal opportunity employer and recognizes that diversity and opportunity are fundamental to children's lives and to our work.

Some of the benefits we offer to our staff members include, but are not limited to:

- **Competitive salary** commensurate with experience
- **Medical, Dental and Vision Insurance**
- **Vacation time**- Three weeks paid annual vacation as well as federal holidays and a December holiday (typically December 24 – January 1)
- **Retirement Plan**- All Our Kin offers a 403(b) plan

How to Apply

Please apply through <https://allourkin.recruitee.com/o/talent-development-equity-director> by sending your resume and cover letter.