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**Summary of Position:**

The Director of Talent Management is responsible for designing, implementing and managing talent strategies (paid and volunteer) in alignment with IDF's strategic plan. The Director of Talent Management drives organizational effectiveness through talent acquisition, talent assessment, performance management, staff development and Inclusion, Diversity and Equity (IDE) programs. This position oversees policies and legal compliance requirements, including AAP, EEOC and employee relations and develops and tracks key metrics for organization wide talent management efforts. The position is located in Towson, MD.

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**Position Responsibilities:**

- Develop, align and integrate IDF's overall talent strategy from requirement to solution in collaboration with the leadership team. This includes assessing talent needs, long-term hiring strategy and workforce capability development for all talent, paid and volunteer.
- Lead all recruitment activities and manage outside recruiting vendors.
- Assess, develop, and implement leadership development programs to establish leadership expectations, develop leadership competencies, enhance the capability of leaders, and build pipeline of future leaders.
- Oversee the development and delivery of training and other professional development in the areas of Business Development, Consulting, Leadership and Technical Tools & Systems.
- Develop career paths and competency frameworks to ensure a "culture of development" at IDF. Enhance retention of employees through professional development designed to advance career opportunities.
- Utilize organizational assessments and surveys to understand employee engagement and monitor the culture. Develop strategies to improve engagement and address organizational challenges.
- Establish appropriate metrics and tracking mechanisms to drive accountability, measure results, and optimize the impact of the strategic talent management function.

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**Education:**

- BA in a related field required
- Master's preferred
- SPHR, SHRM-SCP or similar HR certification strongly preferred
- Any equivalent combination of training, education, and experience that demonstrates the ability to perform the essential functions of the position.

**Experience:**

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- 10+ years of experience in talent management functions, including talent acquisition, HR business partner, organizational design, employee relations and compliance.
- Experience leading the development, communications strategy and implementation of HR programs.
- Experience managing external vendor relationships and projects
- A track record of success implementing talent management practices including competency modeling, assessment, performance management, leadership development, employee engagement and succession planning
- Experience translating HR and talent data into compelling insights that convey a message and resonate with business leaders
- Experience designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.
- Experience in capturing metrics and producing various employment reports.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs.
- Experience in working with applicant tracking systems and affirmative action plan requirements.
- A considerable amount of work-related skill, knowledge, or experience is needed to perform the essential functions of this role.

***Please submit cover letter and resume to [hr@primaryimmune.org](mailto:hr@primaryimmune.org)  
and reference the position in the subject line.***