

Talent Pipeline Officer

This is a fully benefited, full-time Harvard University position that has been funded for two years. There is the possibility of renewal, contingent on funding, university priorities and satisfactory job performance.

The Talent Pipeline Officer is a member of Harvard University's Alumni Affairs and Development organization and is instrumental in identifying, engaging, and cultivating relationships with a diverse range of professionals who possess the interest and potential for building their advancement (fundraising, volunteer management, donor *relations*, communications, etc.) career at Harvard University. **This 2-year pilot role** is responsible for cultivating a robust talent pipeline for positions related to alumni relations, development, and advancement services in support of engagement and philanthropy to advance the mission of Harvard. **Experience working in the advancement profession with in-depth knowledge of typical roles is strongly preferred.**

Talent Pipeline Development

- Build relationships with departmental leaders and teams within AA&D to understand the unique talent needs of the institution.
- Leveraging data from HR's Talent Acquisition team, identify and engage with high-potential candidates from recent recruitment activities.
- Employ advanced sourcing techniques and tools to identify and engage passive and active candidates, including database searches, Boolean searches, social media sourcing, networking and proactive outreach.
- Administer and evaluate AA&D's employee referral program.
- Work with the Director of Talent Management to integrate internal and external talent pipelines for AA&D roles.
- Develop and maintain a robust talent pipeline for key roles and critical skill sets, ensuring a consistent flow of qualified candidates.

Talent Cultivation and Outreach

- Build and nurture relationships with professionals through targeted outreach and engagement efforts both through virtual networking and attending in-person events.
- Develop personalized outreach strategies to engage with prospective candidates, highlighting the opportunities and impact of roles within Harvard's Alumni Affairs and Development enterprise.
- Organize and participate in industry-specific events, conferences, and networking activities (such as CASE, AFP, Women in Development, and others) to engage potential candidates.
- Design an effective advertising and marketing strategy for attracting talent, including through social media recruitment. Curate AA&D's recruitment website and LinkedIn Employer Profile.
- Proactively engage with potential and passive candidates to establish long-term relationships and nurture their interest in future opportunities.
- Conduct regular outreach with potential candidates to update them, showcase AA&D's culture, and highlight current/upcoming roles.

Prospective Candidate Tracking

- Track and analyze sourcing metrics, including source of hire, conversion rates, time-to-fill, and quality of hires. Lead analysis of immediate and long-term impact data from pipeline, through recruitment, and tenure/mobility.
- Develop tracking systems to manage relevant information about potential candidates.
- Expand and diversify the talent pipeline with candidates from a wide range of backgrounds, identities, experience levels, and professional interests

- Facilitate a seamless transition for candidates when they become active in the recruitment process.
- Monitor outcomes of candidate recruitment and report on appropriate program metrics.

Evaluation Metrics: The success of this pilot program, and potential for continuation, will be considered on the basis of several key metrics. These metrics will evolve, but will minimally include:

- Size of talent pipeline, by specialties/skills
- Diversity of talent pipeline, including diversity of demographics, skills, and experience
- Conversion rates of pipeline prospects to candidates, to finalists, and to hires (Future tracking will include tenure and internal mobility post-hire)
- Marketing interactions (LinkedIn interest and conversions, website clicks, direct outreach)
- Trailing outcomes, including reduction in time-to-fill, increased diversity of the AA&D staff, increased tenure, and new-hire engagement.

Basic Qualifications

- Bachelor's degree or equivalent work experience required
- Minimum of 7 years' relevant work experience

Additional Qualifications and Skills

- Experience working in the advancement profession with in-depth knowledge of typical roles and work trends in the field is strongly preferred.
- **Intellectual and Social Curiosity:** Accesses a deep and wide repository of knowledge to inform discussions with their intended audience. Identifies links between seemingly disparate ideas and probes by asking thoughtful questions about their audience's goals and interests.
- **Relationship Building:** Actively fosters relationships through respect, collaboration, inclusion, and building trust with others to achieve common goals.
- **Communication:** Listen and share information, ideas, and concepts in a clear and organized manner so others understand and/or are influenced to act
- **Information Distillation:** Recognizes, curates, and communicates relevant information.
- **Technical Proficiency:** Working knowledge of sourcing techniques and tools, including Boolean searches, LinkedIn Recruiter, and other talent acquisition platforms.
- **Organizational savvy:** Grasp the internal dynamics of the organization and leverage both formal and informal influence to achieve organizational objectives.
- **Engaging and Motivating:** Leads others and builds environments that foster relationships through respect, collaboration, and communication within the team and with others to achieve common goals.

Working Conditions

- Available to travel nationally and work evenings and weekends as needed.

Additional Information

- This position requires a 3 month orientation and review period.
- Please include a cover letter with your application.

Work Format Details

This position is eligible for 100% remote work. Employees may work from any of the Harvard Registered Payroll States, which currently includes Massachusetts, Connecticut, Maine, New Hampshire, Rhode Island, Vermont, Georgia, Illinois, Maryland, New Jersey, New York, Virginia, Washington, and California (CA for

exempt positions only). Certain visa types and funding sources may limit work location. Individuals must meet work location sponsorship requirements prior to employment.

About Us

Alumni Affairs and Development (AA&D)

Alumni Affairs and Development is a dedicated team supporting Harvard's advancement activity through front-line fundraising, alumni and volunteer engagement, technology, prospect management and research, business process, events, communications, and many other areas.

Our goal is to create an environment of respect that leverages the many talents, perspectives, and experiences of our employees; to deliver the strongest possible results by incorporating diverse perspectives into our daily work; and to make AA&D a great place to work for everyone. We strive to live our values of respect, inclusion, trust, collaboration, continuous improvement and innovation; and open communication and effective information sharing in our daily interactions and our work. AA&D is comprised of the University Development Office (UDO), Faculty of Arts and Sciences (FAS) Development, AA&D Resources, the Harvard Alumni Association (HAA), and the Office of the Vice President (OVP).

Learn more about Alumni Affairs and Development career opportunities here:

<https://alumni.harvard.edu/careers>

To learn more about how Harvard supports diversity and inclusion throughout the University please visit the Office for Diversity, Inclusion & Belonging at <https://dib.harvard.edu/>.

Accommodations: Harvard University welcomes individuals with disabilities to apply for positions and participate in its programs and activities. If you would like to request accommodations or have questions about the physical access provided, please let your recruiter know.

COVID 19 Vaccination Information: The health of our workforce is a priority for Harvard University. With that in mind, we strongly encourage all employees to be up to date on CDC-recommended vaccines.

Benefits

We invite you to visit Harvard's Total Rewards website (<https://hr.harvard.edu/totalrewards>) to learn more about our outstanding benefits package, which may include:

- **Paid Time Off:** 3-4 weeks of accrued vacation time per year (3 weeks for support staff and 4 weeks for administrative/professional staff), 12 accrued sick days per year, 12.5 holidays plus a Winter Recess in December/January, 3 personal days per year (prorated based on date of hire), and up to 12 weeks of paid leave for new parents who are primary care givers.
- **Health and Welfare:** Comprehensive medical, dental, and vision benefits, disability and life insurance programs, along with voluntary benefits. Most coverage begins as of your start date.
- **Work/Life and Wellness:** Child and elder/adult care resources including on campus childcare centers, Employee Assistance Program, and wellness programs related to stress management, nutrition, meditation, and more.
- **Retirement:** University-funded retirement plan with contributions from 5% to 15% of eligible compensation, based on age and earnings with full vesting after 3 years of service.
- **Tuition Assistance Program:** Competitive program including \$40 per class at the Harvard Extension School and reduced tuition through other participating Harvard graduate schools.
- **Tuition Reimbursement:** Program that provides 75% to 90% reimbursement up to \$5,250 per calendar year for eligible courses taken at other accredited institutions.
- **Professional Development:** Programs and classes at little or no cost, including through the Harvard Center for Workplace Development and LinkedIn Learning.

- **Commuting and Transportation:** Various commuter options handled through the Parking Office, including discounted parking, half-priced public transportation passes and pre-tax transit passes, biking benefits, and more.
- **Harvard Facilities Access, Discounts and Perks:** Access to Harvard athletic and fitness facilities, libraries, campus events, credit union, and more, as well as discounts to various types of services (legal, financial, etc.) and cultural and leisure activities throughout metro-Boston.