



## POSITION DATA

**JOB TITLE:** Recruiting Manager  
**DEPARTMENT:** Human Resources  
**REPORTS TO:** Vice President of HR, Head of Human Resources  
**CLASSIFICATION:** Exempt  
**Salary Range:** \$75,000 – \$100,000 per year  
**DATE:** July 2022

## POSITION OVERVIEW

Reporting to the Vice President of Human Resources, the Recruiting Manager will be responsible for the end-to-end talent acquisition efforts for open roles across the organization. The Recruiting Manager will work with internal stakeholders to support all aspects of the recruitment and on-boarding process, including posting open roles on internal and external websites, reviewing resumes, screening candidates, setting up interviews, and negotiating offers. The Recruiting Manager will also be tasked with partnering with the VP, Head of Human Resources to create and implement a strategic hiring and on-boarding process.

## ESSENTIAL FUNCTIONS

- Manage the entire end-to end process for open roles.
- Provide expertise on strategic sourcing through their own networks, on-line resources or in some instances, search firms.
- Ensure a positive candidate experience with frequent and timely communication throughout the process.
- Conduct interviews as required by various divisions.
- Provide meaningful market data.
- Utilize the complete functionality of the candidate tracking system and maintain data integrity and confidentiality.
- Build and maintain strong relationships with senior management, hiring managers and the HR team to ensure an optimal candidate experience and fully coordinated recruitment and on-boarding process.
- Work with the VP, Human Resources to create and implement a process, considering the institution's current approach as well as the needs of the business.
- Determine reporting needs to include open roles, time to recruit metrics taking into account budgetary requirements and overall efficiencies.
- Drive the offer process, including preparing offer letters and required forms, presenting offers and on-boarding new hires.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Schedule interviews for hiring managers/interview teams.

## **REQUIRED SUPPORT FOR ORGANIZATIONAL EVENTS**

- Participate in the Annual 5K Fundraiser and 9/11 Commemoration, as necessary.
- Assist with other special projects and events in support of the 9/11 Memorial and Museum, as necessary.

## **QUALIFICATIONS/SKILLS REQUIREMENT**

- Bachelor's Degree preferred.
- 3+ years of recruitment experience, preferably at a museum or cultural institution.
- Excellent interpersonal and communication skills.
- Knowledge of applicant tracking systems and job boards.
- Experience conducting interviews.
- Demonstrated experience in sourcing talent through social media channels and other targeted outlets.
- Experience in targeting a diverse pool of candidates and knowledge of channels of recruitment to ensure a diverse pool.
- Ability to manage a high volume of work with a strong attention to detail.
- Ability to prioritize multiple deliverables with a commitment to customer service and follow-up.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.

## **HOW TO APPLY**

- Include job title in the email subject field.
- Please indicate the location where job posting was seen.
- Please submit a resume and cover letter to [911mmhrjobs@911memorial.org](mailto:911mmhrjobs@911memorial.org)

## **PHYSICAL DEMANDS/WORK ENVIRONMENT**

The physical demands and work environment described in this job description are representative of those that the employee will encounter and are expected to meet to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to see, be mobile, and have the ability for 2-way communication with the public and staff.

The work environment is an indoor, climate-controlled office environment comprised of cubicles, walled-offices, and group conference rooms. The noise level in the office environment is usually low. There are no protective devices necessary to be worn or utilized in the office work environment. Minimal travel is required.

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- This job description is a descriptive list of the responsibilities and qualifications associated with this position and are not intended to be all inclusive. Employees are expected to also perform other business-related duties as assigned by the supervisor or other management.

- The organization reserves the right to change, modify, or reassign job responsibilities, duties, and scheduled work hours as per business needs.

The National September 11 Memorial and Museum (9/11 Memorial & Museum) is an equal opportunity employer. Applicants who meet the qualification requirements of the role will receive consideration without regard to their race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or status as a protected veteran.

The National September 11 Memorial & Museum (9/11 Memorial & Museum) is committed to an organizational culture that supports and reinforces our values regarding diversity, equity, inclusion, and accessibility (DEIA). We seek to build a collaborative, open, and equitable space where staff want to be, knowing that their contributions, professional expertise, and distinct voices are valued and respected. We encourage and celebrate an inclusive environment where candor and participation, when it comes to sharing ideas and collaborative problem-solving, are welcomed regardless of one's role at the Museum or background.

Reasonable accommodations may be made to qualified candidates, during the interview process, to enable individuals with disabilities an opportunity to interview.

Effective April 30, 2022, the National September 11 Memorial and Museum (9/11 Memorial & Museum) requires all eligible employees be fully vaccinated and boosted against COVID-19 as a condition of employment and provide proof of such vaccination prior to their joining the institution.