

***Kim Finch Cook Executive Recruiter, Inc.***

Position Profile

**POSITION/TITLE:** Director of HR / Recruiting  
**REPORTS TO:** VP of HR  
**LOCATION:** Seattle, WA

Company Info:  
Nonprofit Health care organization

**POSITION SUMMARY:**

Will define and execute strategy for the recruiting process of this 1000 + Employee Company. Provide management and consulting services, develop, implement, and coordinate policies and programs for full cycle recruitment, retention, promotion, succession planning and regulatory compliance

**Responsibilities**

Manage the recruiting process from start (strategies for sourcing and retention).  
Manage all steps of sourcing and delivering qualified, diverse candidates  
Follow all legal and organizational requirements  
Recruit Sr. level roles, Support and develop, implement and maintain a deep understanding of the federal government clients for manufacturing, housing and healthcare divisions, competition and emerging trends within each of those industries  
Develop, select, implement and manage social media and strategies to attract top key candidates. Ensure expert use of social media and other technology driven recruiting.  
Insure applicant tracking system, internal applications referrals, job posting, recruitment advertising and hiring resources, database and external company website content. Monitor, recommend and implement creative, effective and cost effective procedures  
Ensure talent pipeline  
Build strong internal and external relationships  
Identify and resolve key issues  
Work closely with leadership and HR team to develop human resource business solutions that align to department budget  
Manage and lead team of 7 recruiters  
Ensure Diversity and inclusion  
Data management  
Participate in budget process  
Provide expertise and support of the talent acquisition process  
Participate in external (via zoom or in person) events

**Job Requirements**

**Proven Team leader**  
**Work well with senior management**  
**Negotiation and conflict resolution skills**  
**Some Travel (25%)**  
**Strong MS office skills and knowledge**

**Qualifications:**

**Bachelor's Degree in business administration, human resources, or related field.**  
**Master's degree a plus**

**HR Certification, PHR, SPHR or SHRM SCP required**

**Ten + years of progressive leadership**

**Experience building teams**

**Strong collaboration and relationship building skills**

**Success identifying new and innovative ways of getting the work done more efficiently and effectively**

**Compensation:**

Outstanding benefits and comp DOE

For consideration and additional information please contact:

**Kim Finch Cook Executive Recruiter, Inc.**

Kim@kfcook.com

www.kfcook.com