



We are seeking a Talent Acquisition Manager within the human resources/people operations function with our corporate team which will support our domestic locations for Southworth Development. Our Talent Acquisition Manager will be responsible for the end-to-end recruiting functions, serving as a daily partner and advisor for the property-level human resources support, General Managers, and property departmental managers to optimize the candidates and hiring manager experience. The Talent Acquisition Manager will be responsible for building relationships with local schools, trade groups, professional organizations, and more showcasing our brand and each club community location.

There will be a focus on supervisory-level roles, and you will assist with and build a strategy for “bulk” seasonal hiring and provide strategic direction and support for recruiting hourly hiring. Our Talent Acquisition manager will review workforce needs, create job descriptions, manage positions and outreach, conduct interviews, and prepare candidates to meet hiring managers so they can showcase their unique talents and skills. This role will be responsible for executing full life cycle recruiting/talent acquisition strategies across the domestic locations in the collection (MA, VA, NH) including the administration of visa programs (J1, H-2B). The Talent Acquisition Manager will work cross-functionally on talent and workforce planning, DE&I recruiting initiatives, and the selection and identification of data analytics to inform talent planning and recruiting. There is potential to grow and lead a small team under this role as we measure success and impact.

We have earned a reputation for stability, integrity, innovation, and providing excellent value. Our clubs and communities provide the perfect place to celebrate life, elevated. Through our wholly owned subsidiaries, we are leaders in the international golf community, having served as owner, manager, consultant, or construction manager to dozens of properties throughout the United States, Scotland, the Bahamas, Puerto Rico, and the Dominican Republic; with our home base is in Newton, Massachusetts. Here is your opportunity to take your operational and industry expertise and build a career that has sustainability, excitement, and a little international travel!

No matter the role or location our team members provide exceptional service that elevates the experience for our members, residents, guests, and team. We encourage all team members to celebrate life, elevated by offering a wide variety of benefit and engagement programs, unique rewards, discounts, and fun at a world-class company.

Qualifications

- Bachelor’s degree in Human Resources, Business Administration, or related field required
- Master’s Degree or certification in Recruiting/Talent Acquisition or related field preferred
- At least 5 years of progressive Talent Acquisition experience preferred
- At least 5 years of experience directly overseeing recruiting activities required
- Experience with multi-site, geographically dispersed workforce experience required
- Experience with the administration of visa programs (J1, H-2B) required
- SHRM certification and demonstrated ongoing development strongly preferred

- Knowledge and/or experience of golf/private club communities preferred

Required Skills and Abilities

- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Excellent organizational skills and attention to detail
- Exceptional at execution of tasks, goals, and processes
- Strong analytical skills
- In-depth knowledge of recruitment strategies and implementation
- Experience with/wide range a wide range of recruiting/hiring/employment-related laws and regulations (direct experience with laws and regulations in US: MA, NH, VA)
- Proven experience building effective, lasting relationships with external recruiting firms, schools/universities, professional organizations, etc. to build talent pipeline
- Ability to serve as an effective advisor to Club GMs and Department Heads regarding talent acquisition
- Demonstrated ability to be self-directed and proactive while working autonomously by effectively prioritizing and planning workload
- Experience using technology and digital platforms to achieve goals and work effectively and efficiently
- A hospitality-focused, people-centric approach, and attitude is required

Location & Travel

- We believe in the benefit of establishing a flexible, collaborative work arrangement where feasible.
 - Candidates will have an opportunity to discuss “home-base” location.
 - Boston/greater Boston area preferred; however, the position may be hybrid (remote/on-site blend) or on-site at one of our Club locations.
- The position will require occasional travel across the portfolio.

Responsibilities

- Direct, plan, and develop strategies and processes to attract, proactively build, and maintain a quality talent pipeline and fill open positions by sourcing passive and active candidates for seasonal and year-round openings
- Actively partner with Club leadership to understand workforce needs. Adjust processes and approach based on feedback
- Assesses external labor market conditions, and develop the most effective, economical, and appropriate sources/channels and methods to recruit talent
- Establish partnerships with college/university programs, industry networks, and trade organizations/schools, recruitment agencies, etc.
- Own the application and administration of visa program employment opportunities (J1, H-2B), partnering with Legal, HR Managers, CPO
- Work with CPO and CMO to develop employer branding strategies
- Ensures all sourcing and talent acquisition activities are consistent with the organization's policies and standards, and local and Federal guidelines/requirements/regulations
- Create a dashboard and provide data and metrics to demonstrate the progress of hiring activities year-round
- Drive towards continued automation of processes and leveraging of technology solutions

- Maintain knowledge and familiarity of current HR/Talent Acquisition trends while keeping an eye on the future (i.e., what's new and what's next)
- Perform other duties as assigned
- Always display exceptional service and problem-resolution skills
- Consistently demonstrate a warm, friendly, professional demeanor always
- Demonstrate exceptional oral and written communication skills; able to effectively listen to, understand, and respond to resident, member, guest, and Team Member questions or requests
- Function as a highly visible coach and role-model
- Demonstrate our company leader competencies
- Comply with all departmental, property, and corporate standards and regulations set forth, to encourage safe, efficient, and service-focused operations

Benefits

- Medical, dental, vision & life insurance
- Competitive starting salary + bonus
- 401k w/ matching
- STD and LTD
- Golf and facility use privileges with no membership initiation, dues, cart, or green fees
- Paid Time Off

Please do not contact the company's clubs directly, all inquiries should be directed to:

Eric Johnson, CCM

Gecko Hospitality

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