



**Position Title:** Talent Development Manager  
**Position Type:** Full-time (40 hours per week), Exempt  
**Reports to:** Deputy Director

### Organization Description

Founded in 1988, the Lavender Youth Recreation & Information Center (LYRIC) provides supports and services to over 500 lesbian, gay, bisexual, transgender, queer, questioning (LGBTQQ) and allied youth (annually), 24 years old and under. LYRIC's mission is to build community and inspire positive social change through education enhancement, career trainings, health promotion, and leadership development with LGBTQQ youth, their families, and allies of all races, classes, genders, and abilities. The organization has a budget of approximately \$3 million as well as a youth-adult team of approximately 25 staff members, 5 fellows, and 73 paid youth interns. In alignment with LYRIC's Strategic Plan, the organization envisions: (1) schools that are transformed into safe, inclusive environments where LGBTQQ students can thrive and (2) a comprehensive network of community support to ensure successful progression into adulthood for Transitional Age LGBTQQ Youth. The organization works toward this vision by (1) uniting best practice with innovation to realize the organizational excellence needed to advance the field of LGBTQQ youth development and (2) growing community support that reflects a high level of partner investment in our mission, vision, and organizational sustainability. The organization is in an exciting period of growth and innovation, guided by our strategic initiatives and the following operating principles:

- **Learning:** We bring curiosity, creativity, and fun to our work.
- **Sustainable Impact:** We commit to the long-term transformation of lives and institutions.
- **Leadership:** We foster leadership to support a progressive movement that spans generations.
- **Allyship:** We believe that everyone has a role in creating safe and thriving communities.
- **Social Justice:** We build upon a proud history of community self-determination by challenging institutionalized invisibility & inequity.

### Position Summary

In alignment with LYRIC's Strategic Plan, LYRIC unites best practice with innovation to realize the organizational excellence needed to advance the field of LGBTQQ youth development. In service to this Strategic Initiative, in particular, the Talent Development Manager is a youth development expert who works across LYRIC's team to enhance the skills, develop the systems, and promote the organizational culture needed to advance our work with LGBTQQ youth.

### Opportunities and Challenges for the Talent Development Manager

Reporting to the Deputy Director and working closely with the LYRIC's Leadership Team, the Talent Development Manager will lead the design and implementation of LYRIC's talent development strategy while also serving as the primary coordinator for the organization's hiring, onboarding, and youth development skills staff training. The Talent Development Manager will steward LYRIC's organizational culture, leading staff evaluation processes, staff development curriculum design, and organizational systems that create efficiencies for staff to more effectively do their work. In the first 12-18 months and beyond, the Talent Development Manager can expect to engage in the following challenges and opportunities:

#### Lead the Design and Implementation of a Broad Talent Development Strategy

The Talent Development Manager will design, test, refine, and codify a broad talent development strategy for LYRIC, articulating a vision for an approach to talent development that will support and shepherd the organization through a period of significant growth and expansion. In leading this multi-year plan, the Talent Development Manager will work closely with the Deputy Director and

members of the Leadership Team to ensure close alignment across programs and teams, including support functions and other key operational roles. With responsibility for managing the talent development budget, and accompanying work plans, and procedures, the Talent Development Manager will develop and evaluate systems and enhance the skills of staff members, supporting the fulfillment of LYRIC's operating principles and mission.

### **Conceive and Facilitate Key Learning and Morale-Building Opportunities for Staff**

In collaboration with members of the Leadership Team, the Talent Development Manager will develop strong relationships across teams, working to create a systematic approach to identify opportunities for celebration, shared learning and key skill or knowledge gaps. Using these insights, the Talent Development Manager will develop or seek out key learning and/or morale-building opportunities that strengthen the ability of staff to collaborate, lead youth development programs, improve data collection, develop external partnerships, and drive impact. These learning opportunities include both formal and informal opportunities, such as staff meetings, 1:1 coaching, brown bag lunches, partner site visits and the annual staff retreat.

### **Clarify, Articulate and Provide Accountability for LYRIC's Internal Development Strategy**

Building on the rich culture and commitment of LYRIC's external work in the development of a leadership development pipeline for LGBTQQ youth, the Talent Development Manager will develop and articulate a clear strategy and progress milestones for internal promotion within LYRIC, enabling staff to navigate opportunities for professional growth, whether within the organization or with a key community partner. Using principles of organizational design and continuous improvement processes that are tied to individual goal-setting with staff, the Talent Development Manager will establish clear metrics and expectations for internal growth and promotion. Working closely with the Deputy Director and Executive Director, the Talent Development Manager will ensure fidelity to this strategy and workplan, ensuring organization-wide trust and confidence in its implementation.

### **Manage LYRIC's Performance Management Activities & Broader Human Relations Oversight**

The Talent Development Manager will utilize LYRIC's performance management tools and processes to initiate and facilitate goal-setting efforts with staff across the organization. In managing both ongoing feedback mechanisms and the organization's annual review process, the Talent Development Manager will ensure that team members receive fair, constructive, and timely feedback regarding performance expectations. To support these efforts, the Talent Development Manager will provide ongoing training to managers in leading goal-setting and professional development plans with their staff, providing additional coaching and 1:1 support for staff members as needed. The Talent Development Manager will oversee the organization's Human Resources functions, maintaining compliance with personnel policies that govern staff recruitment, hiring, promotion, disciplinary action and employment separation.

### **Develop, Administer, and Track Effective Onboarding and Orientation for New Staff**

Working under the direction of the Deputy Director and included within the larger creation of a talent development strategy, the Talent Development Manager will also develop and facilitate a robust orientation curriculum and schedule for new staff, supporting relationship-based and experiential learning opportunities that support quick and effective integration with the larger team.

### **Assist in Agency-Wide Fund Development, Team-Building Priorities, & Partnership Building**

With responsibilities for leading change management and talent development strategies across LYRIC, it is also essential that the Talent Development Manager model organization-wide

participation in fundraising activities, team-building, and external partnerships, fostering the expanded engagement of LYRIC youth and staff in these efforts.

### **Qualifications of the Ideal Candidate**

The Talent Development Manager will bring an understanding of both leadership development and change management and must demonstrate a passion for building the leadership capacity of LGBTQ youth. While no one person will embody all the qualities listed below, the ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences.

The successful Talent Development Manager will bring at least three years of professional experience in talent development, human resources and/or organizational development, preferably in a mission-driven context. This person will have demonstrated success in the design and implementation of learning systems across an organization, including the use of data-driven practices and direct facilitation of curricula or other learning resources within and across teams.

- A demonstrated commitment to and/or experience serving LGBTQ youth and a broad and deep knowledge of and empathy for the challenges they face, both interpersonally and within systems.
- A commitment to providing culturally-responsive services that honor, value, and celebrate the diverse needs and backgrounds of LGBTQ young people; competent in working in a multiracial, multicultural, multi-gendered, and intergenerational environment.
- At least three years of professional experience in talent development, human resources, learning and development, knowledge management and/or organizational development or a related skill area, preferably in a mission-driven context (highly desirable).
- Demonstrated expertise and success as a change manager, facilitator and/or coach with complex dynamics and diverse participants; maturity in balancing when to hold, reflect and process, and when to forge ahead.
- Proven ability to effectively lead and develop youth; familiarity with youth development frameworks, youth-adult partnership frameworks, restorative justice, and/or systems change is highly preferred.
- Proven ability to mentor and develop staff and deliver direct and growth-oriented feedback; ability to establish trust while also communicating clear boundaries of HR functions.
- Exceptional relational and communication skills; comfort with ambiguity and an ability to navigate challenging situations with resiliency, integrity, and good will.
- Experience and comfort with working with transgender youth, young women, youth of color, youth with disabilities, undocumented youth, young men who have sex with men (YMSM), youth living with HIV, system-engaged youth, immigrant communities, youth engaged in sex work, youth who are experiencing homelessness or housing instability, and other historically marginalized groups.
- Preference for candidates who bring an extensive knowledge of the San Francisco Bay Area and its resources, particularly for LGBTQ youth, youth of color, undocumented youth, and their families.
- Fluency in Cantonese, Mandarin, or Spanish is highly desirable.

### **Compensation**

**\$66,307 to \$77,114 [DOE]**

Other benefits include:

- \$800 annual health & wellness cash supplement

- Full coverage of medical, dental, vision, and acupuncture/chiropractic insurance for employee;
- Annual, merit-based raises up to 5%;
- 403b retirement plan, including employer matching;
- Generous holiday, vacation, sick, and personal leave; and
- Flexible schedule to support work/life balance.

### Equal Opportunity Employer

*LYRIC is an equal opportunity employer. Applications are strongly encouraged from women, people of color, immigrants, young people, lesbian, gay, bisexual, queer, transgender and genderqueer people, people living with HIV/AIDS, people with disabilities, and bilingual and bicultural people. Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.*

### To Apply

To apply, please send an email to [careers@lyric.org](mailto:careers@lyric.org). Put “Talent Development Manager” and your name in the subject line (e.g., Talent Development Manager – Your Name), and include as attachments (in pdf format only):

1. Cover letter with full contact information
2. Résumé

You will be notified when your application is received. We will contact you if we wish to talk with you about the position. Due to the high volume of applications we expect to receive, we ask that you **please do not contact us** about the position, unless we have contacted you and invited you to move forward with the application process. At that time, we will be happy to answer any questions.

*The application process will include several steps:*

1. Each applicant will be notified by email that the application was received.
2. A member of the hiring committee may call an applicant to discuss the position.
3. Selected applicants may be emailed several questions and asked to provide written answers.
4. Selected applicants may then be invited to come to LYRIC for an interview with members of the staff.
5. A second interview with an expanded hiring committee will be conducted as necessary.

*Applications are being accepted now and the position will remain open until filled. We will post a notice on the LYRIC website ([www.lyric.org](http://www.lyric.org)) when applications are no longer being accepted for consideration. Thank you in advance for your interest in the position.*