

FORT WORTH CONVENTION & VISITORS BUREAU

Talent and Culture Manager Job Description

The Talent and Culture Manager plays a pivotal role in fostering a positive and productive work environment while attracting and retaining top talent. This person will help develop a plan for staffing and talent strategy, HR internal communication processes, performance management and professional development.

Responsibilities:

- **Talent Acquisition:**
 - Develop and implement recruitment strategies to attract qualified candidates for open positions.
 - Partner with hiring managers to screen resumes, conduct interviews, and make hiring recommendations.
 - Stay informed about industry trends and best practices in talent acquisition.
 - Design and execute onboarding programs that effectively integrate new hires into the company culture.
- **Culture and Engagement:**
 - Develop and implement initiatives to promote a positive and inclusive work environment.
 - Organize company events and team-building activities to foster employee engagement and morale.
 - Conduct employee surveys and gather feedback to identify areas for improvement in company culture.
- **Performance Management:**
 - Develop employee training programs to enhance skills and support career development.
 - Oversee the performance management process to include, coaching, performance management and execution of the annual performance appraisal process.
 - Develop and implement employee recognition programs to reward high performance and contributions.
 - Assist supervisors with managing difficult conversations and applying improvement or disciplinary plans.
- **HR Support:**
 - Partner on various initiatives such as benefits administration, policy development and wage scale updates.
 - Create and update employee job descriptions for consistency, accuracy and equity. Review annually with managers.

- Minimize risk to organization by reviewing and implementing policies and procedures to ensure compliance with legal workplace requirements and best practices for non-profit management.
- Maintain accurate employee records and data

Qualifications:

- Bachelor's degree in Human Resources, Business Administration, or a related field (preferred)
- Minimum of 3 years of experience in human resources or a related field
- Strong understanding of talent acquisition, onboarding, and employee development best practices
- Proven ability to build and maintain positive relationships with employees at all levels
- Excellent communication, interpersonal, and organizational skills, especially verbal and writing skills
- Proactive and results-oriented with a passion for building a strong company culture
- Experience with HR technology and applicant tracking systems, preferably ADP

