



The Mind Trust

Senior Director of Talent Operations

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| Reports To: Corrie Lapp, Senior Vice President of Finance | FLSA Status: Exempt |
| Salary Range: \$108,700 to \$140,000 | Employment Classification: Full-Time |

OUR PURPOSE & IMPACT

The Mind Trust is a nonprofit organization based in Indianapolis, dedicated to creating an educational system that ensures every student has access to high-quality education—no exceptions. We achieve this by fostering a supportive environment through policy advocacy, community engagement, and empowering diverse, talented educators to establish new schools. Additionally, we support existing schools in attracting and retaining exceptional talent. Since its founding in 2006, The Mind Trust has launched 51 schools and 15 education nonprofits and placed over 1,800 educators and school leaders in classrooms across Indianapolis.

WHO WE ARE & HOW WE WORK

At The Mind Trust, we operate in a dynamic, results-driven culture that prioritizes collaboration and flexibility. We are a nonprofit that invests in public education to transform lives and increase academic achievement in Indianapolis, across Indiana, and beyond. This includes managing student-centered programming, growing new high-quality public charter schools, supporting existing schools and educators, and engaging the community in every region we serve. Everything we do aims to create a positive impact on student learning because we believe all students, regardless of background or income, deserve an education that helps them meet their full potential in life.

OUR APPROACH TO TALENT & GROWTH

We believe in fostering a high-capacity team that aligns with our mission and values to drive transformational educational outcomes. Our culture encourages team members to bring their authentic selves to work, fostering a sense of belonging and care for one another. Empowered and self-driven, our leaders operate with autonomy and commitment to continuous learning and growth. We invest in professional development, promoting innovation and curiosity as we strive for excellence in our mission.

YOUR IMPACT

The Senior Director of Talent Operations is responsible for overseeing all HR functions at The Mind Trust, including payroll administration, benefits coordination and administration, and retirement plan administration. The Senior Director of Talent Operations is also responsible for talent recruitment for new and open positions within The Mind Trust, new employee onboarding, and employee performance management. Employee performance management duties include semi-annual performance reviews, ongoing people development and management, and planning and executing annual staff retreats.

Reporting to the Senior Vice President of Finance, the Senior Director of Talent Operations is a key senior member of The Mind Trust's Finance and Operations team and will manage direct reports. The ideal candidate is an excellent communicator with a strong background in nonprofit HR management and employee performance management.



The Mind Trust

HOW YOU WILL SUCCEED

Refine and execute The Mind Trust's people development and management work, in coordination with The Mind Trust's leadership, and structures to achieve the goal of leading a world-class organization for generations to come.

- Work with the leadership team to establish a vision and plan for management and organizational leadership at The Mind Trust.
- Lead and support the work around leadership competencies internalization and StrengthsFinder training for The Mind Trust staff.
- Develop and lead structures for onboarding regarding organizational alignment and supervisor expectations to increase the effectiveness of new hires.
- Lead (and/or provide through vendors) staff professional developments around people management, systems thinking, and leadership around the competencies.
- Prepare materials, administer, and review results of the Gallup Q12 employee engagement survey and share results with the Leadership team.
- Plan an annual team end-of-calendar-year event and an annual all-staff retreat.
- Manage internal employee committee charged with building team dynamic, recognizing teammates, and organizing celebrations.

Serve as The Mind Trust's internal social impact coordinator and foster a workplace environment that values employees.

- Develop and execute strategic programs to enhance The Mind Trust's employee experience.

Manage talent recruitment within The Mind Trust, new employee onboarding, and employee performance management. They will oversee and facilitate HR functions including payroll administration, benefits coordination and administration, and retirement plan administration.

- Facilitate the strategic planning process to ensure the workforce aligns with organizational objectives.
- Develop, formulate, and administer employee benefit programs that meet the needs of the workforce while managing costs effectively.
- Lead direct reports, providing guidance, mentorship, and performance evaluations.
- Manage the recruitment process for new and open positions, which includes crafting job descriptions, sourcing candidates, conducting interviews, and facilitating selection and hiring processes.
- Address HR conflicts by mediating disputes and overseeing disciplinary procedures, in coordination with the leadership team, ensuring fair and consistent handling in compliance with organizational policies.
- Execute on a large number of administrative tasks, including answering internal and external HR-related queries and requests, assisting with payroll administration, maintaining and updating employee records, assisting with and completing the termination process, and scheduling meetings, events, and interviews.
- Conduct audits of HR programs such as payroll, benefits, PTO, life insurance, long and short term disability and retirement and recommend possible actions to improve existing processes.
- Perform additional duties as assigned.



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WHAT YOU BRING TO THE ROLE

Essential Skills, Experience, & Attributes

- Bachelor's degree required
- Dedication to embracing new ideas to drive educational transformation
- A collaborative spirit and the ability to work effectively in teams and build meaningful relationships with stakeholders
- Deep commitment to and enthusiasm for The Mind Trust's mission of ensuring that all children have an opportunity to receive an excellent education
- Experience successfully managing diverse teams and providing strategic leadership to internal and external stakeholders
- Ability to operate with autonomy and function in a high-energy, dynamic environment
- Excellent written and verbal communications skills
- Highly organized with demonstrated ability to manage several simultaneous tasks and projects
- Possesses a spirit of flexibility, an openness to feedback, and a commitment to continuous learning
- Critical thinker who displays good judgment in prioritizing problems to resolve and opportunities to pursue
- Ability to coordinate and execute logistics with precise attention to detail.
- Knowledge of Indianapolis education policy and reform, education entrepreneurship, and the charter school sector preferred

Additional Strengths & Qualifications

- Familiarity with employment laws and regulations to ensure organizational adherence
- Ability to analyze and interpret HR data to inform decision-making and identify trends
- Identify and analyze HR issues, develop solutions, and implement effectively.

WHAT WE OFFER

At The Mind Trust, we support and prioritize the well-being and development of our team members. As part of our commitment to our employees, we offer a wide range of robust benefits designed to support your health, well-being, and professional growth.

- **Healthcare:** Access comprehensive medical, dental, and vision coverage with substantial premium support
- **Retirement Savings:** Secure your future with a 403(b) plan featuring generous employer matching
- **Life and Disability Coverage:** Gain peace of mind with life and disability benefits, ensuring financial security for you and your loved ones
- **Professional Development:** Engage in continuing education opportunities to foster growth and learning
- **Generous Time Off:** Prioritize work-life balance with a competitive PTO policy and paid holidays
- **Family Support:** Our family leave, adoption assistance, and childcare reimbursements are designed to ease the journey of welcoming new additions and managing family dynamics, ensuring you have the support you need to thrive both at home and in the workplace



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PHYSICAL DEMANDS & WORK ENVIRONMENT

Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions, which might include but are not limited to remaining stationary for extended periods, occasional movement throughout the department, and occasional transport of objects weighing less than 25 pounds. This position requires the ability to communicate via any format that allows for the exchange of accurate information with others.

EQUAL EMPLOYMENT OPPORTUNITY

The Mind Trust is committed to equal employment principles and complies with all applicable federal, state, and local equal employment opportunity laws and regulations. The terms and conditions of the employment relationship with all worksite employees are to be nondiscriminatory – without regard to age, race, physical characteristics historically associated with race, color, national origin or immigration status, citizenship, work authorization status or the period of such a status, ancestry, sex, gender, reproductive health decision making, gender identity or expression, sexual orientation, religious creed, physical or mental disability, medical condition, genetic information, HIV testing status, status as a victim of a crime or violence, marital status, familial status, veteran status, military status, or any other protected category or class that may be applicable to a candidate or employee.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

APPLICATION PROCESS

Please submit a resume and cover letter to Corrie Lapp, Senior Vice President of Finance at clapp@themindtrust.org.