

Deputy Director, Leadership Development at International Rescue Committee (IRC)

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Job Description

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The International Rescue Committee is a global humanitarian aid, relief and development nongovernmental organization.

Job Overview:

The mission of the Learning and Development team is to take the IRC's people to the next level. The team is responsible for improving the productivity and engagement of IRC staff by providing tools, processes, and guidance for enabling performance, effective onboarding and orientation, staff and leadership development, and quality individual and team learning.

Reporting to the Director of Leadership Development, the Deputy Director will design, refine and implement L&D programs with a focus on identifying, retaining, engaging and developing future IRC leaders. The Deputy Director will provide expertise in designing learning and development programs that work toward building a diverse workforce that is treated fairly and equitably and feels a sense of inclusion and belonging.

Major Responsibilities:

Designs, develops and supports the implementation of the Talent Dialogue process including:

Developing a strategy for the roll out and implementation of Talent Dialogues – with the intent of identifying historically under-represented talent for leadership pipelines. Maintaining an overview of progress, challenges and identifying ways to address them

Using pilots to refine and evolve the process in multiple geographies and functions

Developing supporting materials to help managers successfully navigate the conversation

Acting as internal consultant to regional and local focal points launching Talent Dialogues

Maintaining global standards/terminology with local flexibility

Oversee a database of strengths, experience, aspirations, growth areas (to be created)

Connects the Talent Dialogue process to development opportunities, including:

Advising high potential designees on development planning to maximize their contribution and opportunities

Highlighting internal programs (Compass, Navigator) and external (2U, eCornell, LEADx)

Ensuring the regions/offices/units are following up with top talent to provide experiences and opportunities

Connecting talent to high profile recruitment needs

Working closely with the Global Recruitment Team to ensure that we are using an inclusive process to attract diverse candidates and creating a meaningful pipeline of internal and external candidates.

Develop and maintain the internal pipeline of diverse candidates and work closely with Recruiters to ensure that high potential staff are considered for vacancies that they are interested and qualified for.

Develops global workforce planning tools that can help anticipate openings, candidates, etc. to encourage more internal hires and the achievement of S/DEI aims

Supports Succession Planning programs through the identification of critical roles, and providing guidance to Country Programs, offices and departments on the process

Liaises with the DEI team on strategic metrics and status

Facilitates Talent Development Workshops:

Becoming a certified TDW internal facilitator and running multiple cohorts a year

Independently run training sessions, especially for top talent

Follow the development planning wherever possible

Act as a coach to top talent about projects, career path, direction and next steps

Manages New Leader Integration to effectively on-board and build team cohesion with new leaders and their teams globally

Requirements

Skills and Experience:

Education: Bachelor's degree or equivalent

Work experience: 6-10 years

Experience designing and implementing leadership development programs

Talent review and succession planning program experience

Experience with implementing global learning solutions for a dispersed workforce

Global mindset, culturally curious and emotionally intelligent

Ability and flexibility to work across global time zones

Demonstrated skills and competencies:

Strong communication, project management, and organizational skills

Exceptional attention to detail

Commitment to customer service and process improvement

Able to prioritize multiple tasks and projects

Ability to interact within a multi-cultural environment and with all levels of the organization

Language Skills: Fluency in English and French required. Fluency in Spanish or Arabic a plus

Technical skills:

High proficiency with Zoom and MS Teams

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