



**Job Title:** Manager of Recruiting & Onboarding

**Department:** Human Resources

**Reports to:** Senior Director of Human Resources

### **Job Summary**

The Manager of Recruiting & Onboarding is a generalist role touching many elements of human resources including, culture, DEI, talent attraction, employee retention, and the development of, planning, implementation, and evaluation of human resource strategies, policies, and programs with a focus on recruitment and employee onboarding. This role will be responsible for hiring full-time, part-time and intern staff into FC Cincinnati and West End Ventures; leveraging relationship-building skills to create meaningful connections with our organizations hiring managers, community organizations and local schools and universities. This role will work to proactively identify and evaluate candidates from appropriate sources including attending job fairs and recruiting events to share the FCC brand with prospective candidates. All work is to be carried out in alignment with FC Cincinnati's [culture DNA Code](#), mission, and goals. This role reports to the Senior Director of Human Resources.

### **What You'll Do:**

- Contribute to efforts to create and maintain an organizational culture that is welcoming to all
- Work to continuously improve Standard Operating Procedures for recruiting all levels of staff within the enterprise
- Train managers on interviewing, hiring and onboarding best practices to ensure a best-in-class hiring experience
- Assist with developing job descriptions and post on appropriate sites to generate quality pipelines; find creative ways to source and attract talent, both passive and active candidates
- Manage and attend collegiate recruiting programs and career fairs to promote the company and attract talent
- Network with University Career Centers to connect with students, recent graduates, and alumni
- Attract, evaluate, and refer candidates for open positions through recruiting website, employee referrals, on-site recruiting, search firms and other sourcing methods
- Assist with the interview process, attending and conducting interviews with hiring managers and other stakeholders
- Coordinate complete interview agendas and detailed travel itineraries for candidates in executive level positions
- Partner with HR to manage offer letters for accuracy, alignment with budget, and audit FLSA status
- Partner with hiring managers on onboarding plans for new staff including schedules, orientations, facility tours, etc.
- Collaborate with HR department to implement successful Onboarding and Employee Life Cycle experience
- Assist in the seasonal hiring process for TQL Stadium/West End Ventures employees
- Manage intern training and development program to provide a quality internship experience
- Keep current with the industry by participating in educational opportunities, reading professional publications, maintaining personal networks, and participating in professional organizations
- Work closely with the HR team to develop and implement annual goals and objectives for the department
- Avoid legal challenges by understanding and following current legislation; enforce regulations with managers, recommend new procedures, conduct training, staying compliant with federal, state and local laws and regulations
- Manage and assist in various special projects and HR initiatives as required

### **What You'll Need:**

- Bachelor's degree in Human Resources, related field, or equivalent education and experience required
- 3+ years recruiting experience preferred, recruiting to the sports industry a plus
- Professional appearance and behavior; High level of maturity and integrity with sensitive and/or confidential information
- Solid knowledge of local, state, and federal labor laws and statutes
- Recruiting and interviewing skills including in person, phone, Zoom, and online meeting platform skills
- Experience with evaluating, creating, and managing DEIB recruiting strategies

- Detail oriented and the ability to organize and perform with accuracy and within deadlines
- Knowledge of TeamworkOnline, Greenhouse ATS and SparkHire video interview platform a plus
- SHRM or other related certification a plus

#### **What You'll Bring:**

- Positive “Make it happen” attitude
- Exceptional written, presentation, and interpersonal skills
- An innovative approach and willingness to contribute creative solutions to problems as they arise
- Strong ability to multi-task, in a fast-paced working environment
- Ability to develop productive and effective relationships across all levels of an organization
- Ability to exercise an extreme sense of confidentiality and sense of urgency with tact and diplomacy
- Strong Word, Excel, and PowerPoint skills
- Demonstrated ability to work independently and to collaborate with multiple departments
- Ability to adhere to, communicate, and enforce all company policies and procedures
- High level of maturity and integrity with sensitive and/or confidential information
- Ability to maintain confidentiality, use discretion, and uphold high ethical standards
- Ability to work in an ever-changing environment with a work style focused on solving problems and driving results
- Ability to work cooperatively and collaboratively with all levels of employees, management, and external vendors to maximize performance, creativity, and problem solving
- Ability to work outside of regular business hours including but not limited to weekends and holidays as required by the FCC game schedule, special events, and projects

#### **Why You'll Love FCC:**

- Generous paid time off including vacation, personal, sick, and holiday time
- Option for one work from home day per week (by department and schedule)
- Medical, Dental, Vision, Life Insurance, 401k plan with company match
- Short-Term & Long-Term Disability Insurance
- Maternity & Paternity Leave and Family Building Benefit
- Employee Assistance Program and free subscription to the Calm App
- Discount off merchandise in the FCC team store
- Community volunteer opportunities
- Professional development and Frequent team building opportunities
- Employee recognition programs and referral programs
- Opportunity for complimentary staff tickets to home FC Cincinnati matches

#### **About FC Cincinnati:**

FC Cincinnati is a Major League Soccer team playing at TQL Stadium in Cincinnati, Ohio. Originally founded in 2015 by Carl H. Lindner III and Co-CEO Jeff Berding, FCC began play in the United Soccer League (USL) in 2016. FCC entered MLS as the 24th team in 2019. The club's wide and diverse ownership group is led by controlling owner Lindner III; as well as managing owners Meg Whitman and Dr. Griff Harsh; Scott Farmer; and George Joseph. FC Cincinnati opened the club's privately funded, 26,000-seat soccer-specific TQL Stadium in the West End neighborhood of Cincinnati in 2021, a venue which has won numerous global awards including the World Football Summit Best Venue 2022 in Madrid and the 2022 Prix Versailles World Title in the Sports Category in Paris, France. The club earned its first MLS Cup Playoffs berth in 2022, advancing to the Eastern Conference semifinal as the no. 5 seed. The club won the 2018 USL Regular-Season Championship in record-setting fashion and earned postseason berths in all three of its USL seasons. In 2017, FC Cincinnati also advanced to the semifinals of the Lamar Hunt U.S. Open Cup, a run that included victories over two MLS squads.

**To Apply:** Please apply through [TeamworkOnline.com](https://www.teamworkonline.com) and include your resume and salary requirements.

*FC Cincinnati is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected by law.*