

## **Human Capital Consulting Portfolio Manager**

### **Company Background**

Strategic Consulting Partners (SCP), a fast-growing woman and minority owned management consulting firm, is seeking a Human Capital Manager to direct the Human Capital initiatives from proposal to project completion. SCP has a robust portfolio of consulting services provided across all sectors with primary focus on the US Federal Government. SCP's services include strategic planning, human capital strategy and workforce development, leadership development, organizational development, and customized training solutions.

### **Summary/Objective**

The human capital manager position focuses on developing and conducting a comprehensive human capital business process and ensures that it is being implemented properly. Required to be an outside-the-box thinker and creative problem solver in order to help to find and cultivate opportunities and maintain innovative win-win partnerships with global and national businesses and organizations. This person will be expected to focus on generating new clients and scalable revenue streams for the business. In addition, they will plan, organize, write, update and coordinate the production of RFP/RFQ/RFI responses, manage proposals, and participate in networking and other Business Development activities. This is a long-term role that will be integral to SCP's growth. This would further lead to implementing the decisions and making the relevant decisions which support the human capital programs.

### **Essential Functions**

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Cross sector procurement tracking and opportunity cultivation with federal, nonprofit and state/local government agency leaders and partners as well as the private sector.
- Resource recruitment and relationship building for projects with a current network and contacts preferred.
- Development, management, and participation of various Organizational Development initiatives.
- Occasionally attend networking events across all sectors (primarily US Federal Government), with optional opportunities to support the business community including nonprofit board positions
- Development and oversight of drafting/maintaining marketing materials

- Provide oversight of content development for social media and website content related to human capital and professional services
- Conduct organizational analysis and build business partnerships while managing team in the development and execution of human capital and talent management objectives
- Manage implementation, administration and continuous improvement of HC processes.
- Oversight of high-level employee engagement, development and recognition.
- Establish processes for issue identification and resolution.
- Establish and measure HC metrics, analyze and make recommendations for process improvement.
- Lead change management initiatives.
- Proactively identify opportunities to establish new clients and procurements.
- Provide solutions to organizational challenges.
- Collaborate, coach and counsel with business partners to recommend interventions to meet and exceed organizational values and operating objectives.
- Devise and implement retention strategy to meet the needs of the business.
- Partner with organizational leaders to identify and establish career path opportunities.
- Possess a thorough understanding of US federal and state government procurement process, policy, and proposal response requirements.
- Manage all details of the RFP process and workflow, including coordinating all responses from all stakeholders to insure appropriateness of response. This will be obtained in a timely and accurate fashion. Accountable for outcomes.
- Resource recruitment and relationship building for projects

### **Skills & Competencies**

- Human Capital Expertise
- Training and Development Skills
- Organizational Development Skills
- Ability to communicate throughout all levels of an organization
- Excellent written communication skills
- Strong interpersonal skills and flexibility
- Ethical Conduct
- Thoroughness
- Detail Orientation
- Personal Effectiveness/Credibility
- Problem Solving/Analysis

- Strategic Thinking

## **Work Environment**

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

## **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.

This position requires the ability to occasionally lift office products and supplies, up to 20 pounds.

## **Position Type/Expected Hours of Work**

This is a full-time position, and typical work hours are Monday through Friday 9:00 a.m. to 5:00 p.m. Some flexibility in hours is allowed, but the employee must be available during the “core” work hours of 9:00 am to 5:00 pm with occasional requirements to attend networking events after hours.

## **Travel**

Travel may be required between the Mechanicsburg, PA and Crystal City, VA offices. Travel will be required to Business Development functions, client sites, and various meetings all of which may or may not be in the DC area.

## **Required Education and Experience**

- Bachelor’s Degree Required, Master’s degree or equivalent experience preferred
- Knowledge and understanding of US Federal and State Government contracting
- A high level of interpersonal and communication skills to accurately convey information as described above.
- Excellent command of professional presentation skills and be comfortable presenting to groups both large and small.
- Self-motivated and be able to work effectively in a team environment.
- Ability to motivate team members to take action.
- Proven ability to work independently and manage multiple tasks efficiently and effectively

## **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.