



## Learning and Organizational Development Specialist

**Location:**  
Lawrenceville, NJ

**Position Type/Classification:**  
Full-Time / Exempt

**Reporting To:**  
Director of Human Resources

**Compensation/Salary Range:**  
\$70,000 - \$75,000

### **Organization Overview**

Since its inception over 30 years ago, HomeFront has worked to break the cycle of poverty and end homelessness in Central New Jersey, serving tens of thousands of Mercer County, New Jersey families. In the past year alone, 16,805 unique individuals came for shelter, food, and life-changing assistance. Started by volunteers providing meals for families living in welfare motels in and around Trenton, HomeFront has since developed a holistic array of services for clients who are experiencing homelessness, facing complex barriers to economic opportunity, or working hard to make ends meet.

Our mission statement best captures our work:

HomeFront's mission is to end homelessness in Central New Jersey by harnessing the caring, resources, and expertise of the community. We lessen the immediate pain of homelessness and help families become self-sufficient. We work to give our clients the skills and opportunities to ensure adequate incomes, and we work to increase the availability of adequate, affordable housing. We help homeless families advocate for themselves individually and collectively.

### **Job Summary/Objective**

The Learning and Organizational Development Specialist leads HomeFront's learning and development culture and provides growth opportunities for employees at all levels. This position assesses developmental needs and drives training and education initiatives and learning solutions. They will form a deep understanding of HomeFront's strategies, leading performance planning, succession planning, and leadership development efforts to ensure future growth, retention, and stability for HomeFront. The Organizational Development HR Partner forms strong relationships and works collaboratively with a wide range of stakeholders.

## **Essential Job Functions**

### **Provide Leadership and Program Development:**

- Execute and implement organizational development initiatives including training and education programs, professional development opportunities, performance management, and succession planning initiatives
- Develop and implement talent management systems and structures including the assessment and development of leadership talent, identification of talent strengths and development opportunities, succession planning, and identification and development of high potential and future leadership
- Measure the impact and effectiveness of organizational development programs on the organization's overall performance of strategies and goals
- Own processes related to learning systems, including implementation, reporting, and adherence to required training

### **Support the Development of a Culture of Learning:**

- Partner with the HR Team to develop strategies and interventions that facilitate a culture of learning
- Challenge the status quo in learning and development to promote and drive the application of learning interventions
- Coach and mentor managers through change processes associated with new initiatives in performance planning, succession planning, and leadership development efforts.
- Develop training and education programs to help employees understand and adapt to change

### **Contribute to Organizational Leadership:**

- Develop and drive the organizational development vision and strategy
- Partner with organizational leadership and managerial teams on organizational development interventions
- Understand the need to work on additional projects as organizational priorities emerge and be willing to do so

## **Required Experience and Education**

- Bachelor's degree in organizational development, organizational communication, human resource management, or a related field BA in Education or related field
- Demonstrated knowledge of adult learning approaches such as participative training design, group dynamics, interactive learning methods, and quality improvement processes
- Five years of experience in learning and development and three years of experience in human resources
- Demonstrated ability to oversee projects from conception to completion, ensuring alignment with the organization's goals and vision
- Three years of proven team management experience
- Experience collaborating with others to identify, recommend, and implement enhancements to existing programs and processes and to drive efficiency and quality
- Experience in configuring an LMS to support training and development programs

- Proficiency in Microsoft Office Suite

### **Preferred Experience and Education**

- Well-versed in leadership and management theories, frameworks, and assessment tools
- Experience working from a strength-based and trauma-informed perspective
- Expertise in designing learning interventions in a variety of modalities and knowledge of quality training design practices
- Experience with innovative strategies for just-in-time learning
- Strategic thinker who sees the big picture and connects efforts to measurable outcomes
- Dynamic communicator who builds partnerships across the organization
- Culturally competent, emotionally intelligent, and have strong interpersonal skills
- Demonstrated ability to convey complex information clearly and persuasively across the organization
- Experience with survey software

### **Physical Demands**

This is largely a sedentary role, however, the ability to lift files, open filing cabinets, bend, and stand is necessary.

### **Disclaimer**

This position description neither constitutes a contract of employment nor is designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice. Company may exercise its employment-at-will rights at any time.

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