

Organizational Development Partner

SAVE



National Aquarium
Baltimore, MD

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3 days ago

Full-time and Part-time

Job highlights

Identified by Google from the original job post

Qualifications

- College degree required; at least three years in an organization with increasing accountability
- Gallup Strengths Coach certification or desire and ability to obtain certification
- Passion for the National Aquarium's mission, vision, and strategic direction
- Knowledge of an array of DEIJ topics including resources, tools, and industry best practices
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Responsibilities

- The Organizational Development (OD) Partner is responsible for partnering with managers, leaders and the HR & Volunteer Engagement teams to analyze, design, develop, implement and evaluate organizational and leadership development strategies, programs, tools and resources
- The OD Partner supports processes in internal communications, learning and development, people engagement, diversity, equity, inclusion, and environmental justice (DEIJ), and change management across all departments and people of National Aquarium

Commitment to and passion for continuous learning and personal growth in DEIJ awareness

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Demonstrated ability and passion for development of people and culture of organizations

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Excellent written communication skills

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Strong interpersonal skills

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Must be an excellent listener who can discern what is said and what is meant

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High-level experience with tools such as Microsoft PowerPoint, Excel, Word and Articulate software (or other online learning software), or ability to learn

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Able to ensure aesthetic consistency in all produced materials

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Must demonstrate excellence in project management, project planning, organizational/time management skills

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Must be able to meet tight deadlines, independently prioritize multiple projects/requests, and manage several tasks and projects from all stages

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Must be proactive, possess a strong sense of urgency, and excel at being a self-starter

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Must be responsive to feedback and able to adapt to competing and shifting priorities with flexibility, resolve, and determination

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The OD Partner will also support the VP, Strategic Alignment in coordinating efforts among consulting support and the leadership team to define clear and measurable objectives aligned with the broader vision/mission and goals/priorities

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Collaborate with VP, HR & Administration and Director, Strategic Operations to assess current organizational learning needs and identify solutions to address the gap, including ongoing assessment

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Serve as key system expert for all learning management systems, developing process documentation, training resources and addressing administration needs for the system and organization

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Alongside VP, HR & Administration and Director, Strategic Operations, plan strategy for staff professional development

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This includes both seeking and sharing external learning opportunities, both in person and online (i.e., LinkedIn Learning) as well as designing and delivering trainings, micro-learnings, and any additional materials or content to further OD initiatives such as manager and leadership development, staff learning, people engagement and performance

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Curriculum and instructional design resource, including online training development through use of Articulate Software

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Serve as a certified Strengths coach for the delivery of curriculum, process, and integration of Strengths across all Learning, Engagement, and Performance program components as well as delivering Strengths sessions and coaching sessions to customers on demand

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As key contributor in Internal Communications workgroup, manage and execute internal communications and meetings like All Hands, Leadership Updates, and SpeakUp communications (News You Can Use; SpeakUp e-mail box)

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Serve as the content manager for people engagement meetings and touchpoints; determine plan and best method to ensure delivery of high-quality results

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As part of Internal Communications workgroup, partner across the organization to build consistency in messaging and ensure communications reach all departments and teams effectively

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Partner closely with IT and Digital Marketing to create, develop and execute strategy for AquaNet (intranet) and develop content strategies, encourage staff usage/engagement and oversee ongoing continual improvement of the site

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Partner with the DEIJ Planning Team and Leadership Team to activate and implement the Diversity, Equity, Inclusion, and Environmental Justice (DEIJ) Strategic Plan, including change leadership and management, survey administration, gap analysis, best and next practice recommendations, and action planning

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As an active member of the DEIJ Vision Engagement Group (steering committee), lead execution of OD-specific actions or projects outlined in DEIJ Strategic Plan

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Provide consultation for improved alignment of policies and practices with DEIJ lenses within the Finance & Administration teams and organization-wide

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Partners with HR and Volunteer Engagement teams to support internal consulting for team structures, engagement, and improved team dynamics, including

delivery of team building sessions and supporting development requests from leaders as needed

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Collaborate with VP, Strategic Alignment to support Strategic Planning and improve organizational alignment

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Design and develop tools and processes that support all Aquarium staff in understanding their connection to the multi-year strategic framework

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Serve as project coordinator for any consulting projects supporting organizational development and strategic planning

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Research best practices, collects data and makes recommendations to support continuous improvement of the function

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In partnership with VP, HR & Administration, support and deliver recognition opportunities throughout the organization whether through employer branding outlets, rewards and incentives, recognition programs, and manager skills to recognize employees proactively

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Execute strategic programs designed to align culture and capacity of NA and improve people engagement for all employees and volunteers

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Manage process for pulse and long-form surveys to gather data insights and provide analytics and recommended next steps to key stakeholders such as the Leadership Team and managers of people

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Support organizational action planning for people engagement and serve as coordinator of planning efforts

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In partnership with HR, analyze turnover and people engagement data to identify potential issues including, but not limited to organizational changes

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Partner with People Coordinator and VP, HR & Administration to inform strategic direction and development of college internship program

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Assist with other projects and initiatives as needed