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# Example of Acquisition Management Job Description

Our company is hiring for an acquisition management. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for acquisition management

* Draft program overviews and executive summaries, encapsulate major program issues, gather program contract information, track program milestones and status, gauge program health and execution, assess cost, schedule, and technical risks
* Draft and compile program information in response to assigned tasks to support monthly, quarterly and annual reports
* Manages recruiters to recruit full-time, part-time, temporary, contractual and intern personnel
* Fills senior-level Sales positions in the non-profit high level fundraising fields
* Regularly respond to ad hoc requests associated with internal staff moves and employee relations issues via quick review of available information, providing data based recommendations
* Develops and refines new strategies and programs to attract candidates
* Works closely with talent acquisition staff in other regions to share best practices, provide assistance on critical needs and coordinate on national-level initiatives
* Work closely with the Senior Leadership Team to collect and coordinate aggregate data for talent pool and translate those data into insights through data analysis that drives deliberate action plans at the appropriate levels
* Develop and implement creative and innovative sourcing strategies and techniques to build a pipeline of qualified candidates
* Ensure that affiliate-wide talent succession management initiatives are focused and aligned on improving operational and program efficiencies and effectiveness

## Qualifications for acquisition management

* Strong analytics and problem solving aptitude
* Superior communicator and strong team player with an ability to work independently in a collaborative and fast-paced environment
* Learn techniques concerning recruitment processes, starting from drafting and posting a job description, screening resumes, using recruitment tools and then carrying out interviews and post-interviews candidates’ evaluation
* Participate in campus recruiting activities such as presentations, career fairs, campus interviews
* Bachelor degree, Master in Human Resources Management preferred
* Good computer skills required (in particular Excel and power point)