



## People & Human Resources Manager

DC Greens is a non-profit organization that advances health equity by building a just and resilient food system in the nation's capital that is currently seeking a

### People & HR Manager.

The People & HR Manager is a new position designed to co-creating key talent processes, organizational culture initiatives, and human resources practices in order to enable the organization to achieve its mission. This position is responsible for furthering the human resources initiatives within the organization, leading the milestones of the employment cycle and supporting the implementation of policies and procedures.

You are an ideal candidate if you are well-versed in talent acquisition and development, employee engagement, organizational culture, HR laws and HR compliance. If you have experience applying an equity lense to your daily work, knowledge of how to create conditions for success and have a deep commitment to racial justice this is the position for you. The People & HR Manager will collaborate closely with, and report to the Operations Director.

### Essential Job Responsibilities

#### Talent Acquisition & Development

- Lead and refine the hiring process for the organization
- Collaborate with Operations Assistant within talent acquisition process
- Identify and lead the implementation of a new Applicant Tracking System
- Refine and strengthen employee onboarding protocols
- Develop recruitment strategies to attract a diverse workforce
- Lead and refine, in collaboration with the Operations Director, the organization's evaluation performance process
- Lead performance evaluation process cycle
- Collaborate with Managers to create and track staff development plans
- Serve as resource to staff on identifying training & development opportunities
- Perform regular needs assessments in order to support the professional development needs of all staff
- Perform ongoing learning and development needs assessments and propose learning solutions through a racial equity lens
- Provide input on racial equity training initiatives and other topics designed to increase awareness and support of equity and inclusion values

#### Organizational Culture

- Collaborate with Operations Director and staff to create a clear, compelling vision for attracting, developing, training and retaining exceptional diverse talent
- Lead planning and coordination of internal events that foster employee engagement and retention (e.g., semi-annual all-company retreat)
- Collaborate on the creation and implementation of initiatives for moving organizational culture forward in a virtual environment
- Lead employee engagement and organizational surveys and conversations to solicit feedback and develop solutions for improvement

- Conduct exit interviews with staff and analyze information to feed solutions that drive higher employee engagement and retention
- Model and deliver courageous, clear, honest, and supportive feedback across the team, including with leadership
- Work with the Equity Cell, the Executive Leadership Team, and all staff to embed equity in all human resources initiatives within the organization

#### HR Operations

- Serve as HR compliance expert and point of contact for the organization (e.g. I9s, new employment laws, file retention, etc.), and stay abreast of compliance and/or law changes
- Develop and manage policies around employee grievances and escalation
- Support the development of compensation practices and policies
- Support the creation and maintenance of HR policies, processes and practices throughout the employee lifecycle
- Partner with external benefits brokers to coordinate employee benefits program and events
- Provide backup office support, as needed (e.g., answer phones, order supplies, etc.)
- Other duties, as assigned

#### Team Contributor and Collaborator

- Participate actively and respectfully in team and staff meetings and retreats
- Contribute to the overall improvement of the organization
- Represent the organization externally, including at major fundraising events, in accordance with stated values
- Expected to be self reflective around how power, privilege, and access supports or challenges efforts to center equity
- Additional related duties as assigned

#### **Qualifications**

- Five plus years of relevant experience in a human resources role
- Experience building and leading the talent acquisition and development function within an organization
- Track record of getting results using collaborative strategic management and organizational skills
- Demonstrated commitment to the vision and mission of DC Greens' work; experience with implementing initiatives based in social change
- Demonstrated commitment to and experience developing diversity, equity, and inclusion initiatives
- High degree of personal integrity and commitment to maintaining confidentiality
- Self aware, emotionally intelligent person who focuses on the root causes of issues, listens to understand, and makes connections between qualitative and quantitative information
- Clear oral and written communication skills

#### Preferred

- PHR or SHRM Certified
- Experience working within a nonprofit
- Experience working in a remote environment

## **Salary & Benefits**

This is a regular, full-time (40 hours/week) salary, exempt position. The salary range for this position is \$75,200 to \$80,450 commensurate with experience and non negotiable. There is a generous benefits package (medical/dental/vision, disability/life insurance, 25 days PTO, employer match on retirement contributions after 1 year, flexible schedule). DC Greens does have a telework policy that allows employees to work remotely. Due to the current pandemic all employees are currently working remotely but being physically present in the office may be a requirement in the future.

## **How to Apply**

If interested, email a cover letter and resume to **hiring@dcgreens.org**. In your cover letter provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with which DC Greens works?

Please put "People & HR Manager" in the subject line and save your cover letter and resume as a single attachment labeled "LAST NAME, FIRST NAME\_Application." **Applications will be accepted on the rolling basis with priority given to applicants that apply by April 9, 2022, 11:59 pm EST. Anticipated start date is May 16, 2022.**

*DC Greens is an equal opportunity employer. **We strongly encourage** and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.*