

People & Human Resources Manager DC Greens



Status: Full-time, exempt employee
Reports to: Operations Director
Salary: \$75,200 - \$80,450
Location: Hybrid, Washington, DC area
Deadline: Apply by December 2nd for best consideration. Early applications encouraged.

About DC Greens

Founded in 2009, DC Greens is a nonprofit organization that advances health equity by building a just and resilient food system in the nation's capital. They believe racial justice, food access, and health equity are all connected, and that change requires systemic solutions and cross-sector collaboration.

They work in solidarity with those who are most impacted to build a more just food system and break down the systemic barriers that harm our community. They incubate programmatic solutions with an eye towards long-term sustainability and systemic up-take. By supporting advocacy efforts and helping to enact policy that uplifts people of color, DC Greens increases access to nutritious food and improves health outcomes. They are guided by a belief in DC's power as a national model of reversing unjust food systems. Their key areas of focus are:

Produce Rx – With food insecurity as a leading driver of health disparities, DC Greens' well known program, Produce Rx, embeds a "food as medicine" approach in healthcare delivery.

Food Policy – DC Greens works to pass legislation and encourage DC government investment in policies and programs that create a healthy and equitable food system.

The Well at Oxon Run – In 2022, DC Greens opened The Well at Oxon Run, a one-acre farm and community wellness space in Ward 8's Congress Heights neighborhood, following three years of community visioning with the surrounding neighbors. The site offers seasonal crop production, herb and flower gardens, an orchard, a farm stand, a large youth garden with an outdoor classroom, and intergenerational community gathering spaces.

Position Summary

DC Greens is in an exciting new chapter. Under the leadership of a new Executive Director, who has the vision to solidify and coalesce the organization's work, DC Greens looks to continue their strong record of building a more equitable organization. The People & Human Resources Manager will co-lead talent processes, organizational culture initiatives, and human resources practices essential to achieving the organization's mission.

The incoming People & Human Resources Manager will collaborate with the Operations Director to further the human resources initiatives within the organization, lead the milestones of the employment cycle, and support the implementation of policies and procedures. They will have strong skills in talent acquisition and development, employee engagement, organizational culture, and HR laws and

compliance. The incumbent will also have a deep commitment to racial justice and the ability to apply an equity lens to their work. Specific areas of responsibility include:

Talent Acquisition & Development

- Oversee sustainable talent acquisition and hiring processes for the organization
- Collaborate with the Operations Director to create a clear, compelling vision for attracting, developing, training, and retaining exceptional diverse talent
- Identify and lead the implementation of a new Applicant Tracking System
- Refine and strengthen employee onboarding protocols
- In collaboration with the Operations Director, Lead and refine the performance evaluation process
- Collaborate with Managers to create and track staff development plans
- Serve as a resource to staff on identifying training & development opportunities
- Perform regular needs assessments to support staff's professional development
- 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

- 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 advancing organizational culture
- Lead employee engagement, organizational surveys, and internal 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

- Actively and respectfully participate 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
- Strong cultural competency, including an understanding of power dynamics and how the intersecting axis of privilege and access supports or challenges efforts to center equity
- Additional related duties as assigned

Experience, Skills and Qualities

- No less than 5 years of relevant experience in human resources with an emphasis on recruitment, performance management, and employee relations
- In-depth knowledge of full-cycle recruiting and talent acquisition within an organization
- Experience with HRIS, ATS, Sourcing and Recruitment Marketing tools, with hands on experience posting jobs on social media and job boards
- Demonstrated commitment to the vision and mission of DC Greens' work; experience with implementing initiatives based in social change
- Advanced knowledge of policy development, HR compliance and HR law
- Experience managing performance evaluations processes
- Advanced proficiency with benefits management
- 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
- Proven use of collaborative strategic management and organizational skills
- Excellent critical thinking and problem-solving skills
- Exceptional interpersonal, oral and written communication skills

Location and Travel

DC Greens is headquartered in Washington, DC, and the team is based in the region. Most staff currently work remotely due to COVID-19 with telework arrangements likely in the future.

Compensation

Starting base salary in the range of \$75,200 – \$80,450, plus benefits such as health, dental, and vision insurance, a matched retirement plan, generous paid leave, and paid parental leave.

Application Process

Good Insight, a national nonprofit executive search firm headquartered in Washington, DC, is assisting with this search. Visit www.good-insight.org/careers to upload application materials. Confidential references and inquiries about the role may be directed to Kessa Thompson at DCGreens@good-insight.org.

For best consideration, submit a resume and a cover letter by early December. Qualified applicants will be contacted on a rolling basis. Early applications are encouraged due to the pace of the search.

Equal Employment Opportunity

DC Greens is an equal opportunity employer. They 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 by contacting DCGreens@good-insight.org.