

Building Dignity and Respect Standards Council
2730 East 31st St
Minneapolis, MN 55406



**Building Dignity and Respect Standards Council
Director**

ABOUT

The Building Dignity and Respect Program (BDR) is a Human Rights program created to prevent wage theft and other worker exploitation while securing dignified wages along with safe and respectful working conditions in the non-union sectors of the construction industry.

BDR is a Worker-driven Social Responsibility (WSR) initiative that rests on a strong commitment to empower workers through labor rights education and access to a protected complaint mechanism so that they may form the first line of defense against labor abuses.

[Learn more about the model on our website.](#)

DIRECTOR

BDC is seeking to hire a Director to continue building the organization and begin implementation of the BDR Program. The director will work with board members, part-time staff, allies, and partners to establish the organization, build infrastructure, and adapt the WSR model to construction. They will also continue to educate elected officials, labor enforcement agencies, developers, and the broader public about the nature of the current crisis and the innovative, worker-centered solution that the BDR program offers.

The Director must bring an ability to navigate diverse cultural landscapes while conveying important technical information to workers, contractors, funders and other stakeholders in English and Spanish.

BDC is based in Minnesota with an office in south Minneapolis. BDC is developing a monitoring operation in Vermont which may require frequent visits and managing a part of the team remotely. The position involves regular travel to meetings and construction sites in the seven-county metropolitan area and occasional longer trips for conferences, educational events, or collaboration.

COMPENSATION AND BENEFITS

- Salary range is \$80,000 to \$85,000, depending on qualifications and experience.
- Health insurance and Dental Insurance with HSA options

- 9 Paid Holidays, 15 paid vacation days, 4 floating holidays and 10 sick/personal days per year

RESPONSIBILITIES

Leadership

- Work with the Board of Directors to carry out the mission of BDC
- Represent the organization and the BDR Program to allies and future partners
- Raise funds for the organization through grants, donors, and other sources
- Hire, supervise, and support staff

Program Management & Growth

- Grow relationships to educate elected officials, labor enforcement agencies, developers, and the broader public about the BDR program
- Work with developers to join the program
- Train and supervise staff to coordinate and conduct comprehensive audits of participating contractors including sensitive interviews with construction workers, supervisors, and management in English and Spanish
- Work with other staff to support worker outreach, intakes, investigations, and resolutions to confidential worker complaints.
- Write and implement audit reports and Corrective Action Plans

Administrative

- Maintain the basic organizational infrastructure including office space and supplies, computers and electronic systems and services
- Work with board of directors, accountants and other contractors to ensure state and federal filings, insurances and other reports are up to date
- Develop and track budget
- Develop and update organizational policies
- Oversee and work with contracted accountants/bookkeepers to manage the organization's finances
- Work closely with other staff to improve auditing methods and tools
- Organize/analyze data from audits and complaints using our Salesforce database
- Perform additional duties and projects as assigned by the Board

REQUIRED QUALIFICATIONS

- Fluency in Spanish and English
- Strong communication and interviewing skills
- Excellent writing and documentation skills, including attention to detail while keeping a strong level of organization
- Ability to connect facts and discern patterns
- Ability to interact well with people of different nationalities, genders, and

educational backgrounds

- Willingness to work irregular hours and comfortable working outdoors
- Ability to work well as part of a team as well as independently
- Ability to work closely with labor and community allies
- Disciplined work habits and initiative
- Driver's license and ability to maintain reliable access to a vehicle

PREFERRED EXPERIENCE:

- Significant experience and knowledge of the construction industry
- Significant experience working with low-income and/or immigrant communities
- Significant experience connected to labor law
- Working for labor and/or human rights organizations or communities
- Significant experience supervising staff

WORK ENVIRONMENT

- This position is 40 hours a week with heavy computer use, irregular hours, and occasional outdoor work
- Small team including a hands-on board and regular collaboration with community partners
- Hybrid, based in Minnesota with an office in south Minneapolis and periodic travel to Vermont
- The position involves regular travel to meetings and construction sites in the seven-county metropolitan area and occasional longer trips for conferences, educational events, or collaboration

HOW TO APPLY

Email a cover letter and a resume or CV in a PDF to careers@buildingdignityandrespect.org

The subject line of the email should read “**BDC Director Position.**”

Applications will be accepted and reviewed until the position is filled.

BDC is an equal opportunity employer committed to developing a workforce that reflects and can relate easily to the diverse populations involved in the BDR Program.