About RUNWAY

RUNWAY is committed to advancing Black resiliency for Black businesses and the communities they serve by building emergent financial practices and infrastructure that close the racial wealth gap for good. We are a national initiative that works to repair the structural inequities of the racial wealth gap by providing entrepreneurs of color early stage “Friends & Family” funding and holistic business support that is the crucial foundation for business success and long term community wealth building. In partnership with investors, financial institutions, and the entrepreneurship ecosystem, we collaborate as an innovative means to bridge from the old economy of extraction to the next economy based on relationship and community regeneration.

We are driven by the guiding principle that capital can be used to heal, repair and connect. This principle informs all aspects of our organizational culture; from our lending and credit processes with our entrepreneurs, to the interpersonal working relationships within our team. We aim to partner and seek community with our funders interested in disrupting dominant systems and norms, and co-creating new experiments while at the same time, upholding a culture of self-care and restoration that we deem necessary for true systemic action.

Worker Self-Directed Nonprofit

We are a team of diverse, entrepreneurial Black and Brown women building an economy that centers healing, joy, culture, and collective wealth for Black people. We believe in bringing our whole selves to the work and practice living our values of
equity and racial healing. We are organized as a cooperative self-directed non-profit worker seeking entrepreneurial, energetic folks that enjoy dreaming & collaborating to build a more just economy. Each of our team members has a specific set of responsibilities while also participating in democratically run organizational circles split up into the following need areas:

- Operations
- Administration
- Marcomms (marketing + communications)
- Business Development & Fundraising
- Fund Development
- Portfolio Management
- Bank Licensing & Products
- Community Engagement
- Training & Education
- New Markets

Full-time employees participate in 2-3 circles, which may include the circle they lead as part of their main role. The expectation is that everyone meets their role and responsibilities while collectively supporting the work of each circle they are a part of. In addition to circle gatherings, the team meets every Friday for an all-team general circle where we update each other and make decisions collectively.

**The Opportunity**

Since the launch of RUNWAY’s initial Friends & Family Loan Funding Program in 2017, we have deployed $820,000 to 44 entrepreneurs in Oakland and Boston. Through our work with the REAL People’s Fund, we have closed an additional $1.3M across a mix of equity investments, loans, and integrated capital grants to businesses in the Bay Area. Building on the success and learning from these funds, RUNWAY recently announced our Rooted Initiative - a 10-year commitment to invest in Southern Black entrepreneurs by creating our own fund.

This is a time of significant growth and change for RUNWAY, including growing our team, expanding our work into new regions, building the operational capacity to manage a new fund, and substantially increasing our fundraising goals. The Director of People & Culture is a new role responsible for the sustainability of RUNWAY’s internal infrastructure, team well-being, and capacity to build emergent financial practices and infrastructure that close the racial wealth gap for good. This role will support the RUNWAY team in designing, implementing, and reorganizing many of our internal practices and structures.

**Position Overview**

**Primary Responsibilities:**
- **Organizational Development - 50%**
In collaboration with the Admin circle and HR consultant, refine and support HR systems, processes, and policies aligned with RUNWAY's values and worker self-directed model, including: recruiting, hiring, accountability and performance management, offboarding, and support annual budgeting.

Support and manage HR compliance with attorneys and other team members to provide a proactive risk management strategy.

Lead the design and implementation of the organization's annual strategic planning process, supporting the creation of key organizational goals and tracking performance towards those goals.

In collaboration with the Admin and Operations circles, plan and lead the team's annual retreats (3x/year), including defining, managing, documenting, and ongoing referencing of project schedules and milestones.

Support cross-circle collaboration and meaning-making to ensure all circles work toward the organizational strategy.

Support the development and implementation of organization-wide impact objectives, initiatives, plans, goals, procedures, and guidelines in alignment with RUNWAY’s mission and values.

Onboarding and managing external consultants to support various organizational needs.

**Organizational Culture - 50%**

- Support the creation and implementation of team-wide professional development and review processes in accordance with RUNWAY’s values.
- Provide leadership on organizational culture efforts through continuous process design and analysis, communications planning, and organizational integration.
- Support RUNWAY's organizational processes of self-governance and staff capacity-building, including planning team learning opportunities and working with external facilitators/consultants as needed.

**Desired Skills/Experience/Qualifications:**

- 5+ years of experience in change management, organizational development, or related experience in supporting teams through periods of high growth and change
- An exceptional team player committed to building a healthy and values-driven culture rooted in justice, collective liberation, and joy
- Enthusiasm for engaging with people. Ability to build authentic relationships across lines of difference based on mutual trust and respect
- High level of emotional intelligence and ability to apply it. Able to give and receive feedback and acknowledge growing edges (in self and others)
- Adaptable and resourceful. A problem-solver who finds alternative ways to get the job done and bounces back from setbacks.
- Exceptional skills in cross-disciplinary collaborative teamwork.
- Commitment to learning and understanding shared leadership and decision-making processes and practices.
- Facilitation skills and conflict management.
- Project management and time management skills, with the ability to manage multiple tasks simultaneously.
- Knowledge of HR policies and compliance is a plus

**Compensation:** 150k full-time salaried position with health insurance, vision, and dental benefits. Flexible work schedule and unlimited PTO. Benefits are offered after a 3-month trial period.

**Location:** Fully remote with occasional travel, based in the USA

**How to apply:** Send resume and cover letter to hiring@runway.family by Friday, Jul 21, 2023

*RUNWAY is an equal opportunity employer and prohibits unlawful discrimination based on race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin or ancestry, physical or mental disability, medical condition including genetic characteristics, sexual orientation, gender identity or expression, personal appearance, protected veteran status, or any other consideration made unlawful by federal, state, or local laws. It also prohibits unlawful discrimination against a person who is perceived to have any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics. African American and People of Color are strongly encouraged to apply.*