



JOB DESCRIPTION

Job Title: Manager of People and Culture

Status: Full-time, exempt

Work hours and location: NRCDV operates in a flexible remote environment. The hours are generally 9am-5pm Eastern M-F, though some evening hours may be needed.

Reports to: CEO

About the National Resource Center on Domestic Violence

The mission of the National Resource Center on Domestic Violence (NRCDV) is to strengthen and transform efforts to end domestic violence. High-quality, substantive capacity and education efforts are central to NRCDV's programmatic work to deliver training, technical assistance, and resources to improve community responses to domestic violence and, ultimately, prevent its occurrence.

Position Summary: The Manager of People and Culture (MPC) will lead all aspects of Human Resources in alignment with our commitment to racial equity and inclusion, including but not limited to recruiting/retention, benefits, hiring/onboarding, performance reviews, compliance, training and development, and all other HR strategy and operations.

Reporting to the CEO, the MPC will lead a wide range of strategic planning and internal initiatives, including the creation and implementation of organizational strategies, an inclusive organizational culture, plans, and policies that are rooted and informed by a deep commitment to racial equity and anti-racism. It is essential that the MPC has a strong personal and professional commitment to equity and readiness to lead NRCDV in addressing racism and other forms of oppression in the workplace.

Primary Job Responsibilities:

- Recruiting new staff, including developing position descriptions in collaboration with the hiring supervisor, advertising and outreach, and analyzing staff demographics to identify gaps and needs.
 - Developing strategies to identify talent; establish and conduct equitable and inclusive recruitment and hiring processes for all employees.
 - Communicating with staff about needs, concerns, and opportunities to improve the organizational climate and culture.
 - Leading all Diversity, Equity, Inclusion, and Belonging initiatives in collaboration with the CEO, Leadership Team, and entire NRCDV team.
 - Developing and implementing HR policies and procedures aligned with the organization's mission and values.
 - Onboarding and integrating new employees into NRCDV, ensuring proper orientation.
 - Managing employee benefits programs, including health insurance, paid time off, etc.
 - Advising and providing guidance to supervisors and employees on HR-related matters, such as performance improvement plans.
 - Maintaining accurate and up-to-date employee records, including personnel files.
 - Ensuring compliance with legal requirements and regulations related to HR policies and procedures, including equal employment opportunity (EEO), labor laws, confidentiality, and privacy.
 - Overseeing compensation and benefits administration, including salary pay scales and factors.
 - Conducting regular performance evaluations and providing feedback to employees and managers/directors, identifying areas for improvement and professional development opportunities.
 - Developing and delivering HR-related training programs, including diversity and inclusion, sexual harassment prevention, and performance management.
 - Collaborating with CEO on workplace and HR-related policies and procedures.
 - Staying up-to-date on employment laws and sharing updates with staff and leadership.
 - Managing and conducting offboarding of staff, including exit interviews; analyzing data to surface potential cultural issues or other staff concerns; making recommendations to the CEO and Leadership Team for continuous improvement.
 - Proactively identifying new leaders and building opportunities for growth and promotion.

Qualifications:

1. At least five years of experience in HR or a related field in a non-profit.
2. Extensive experience in and knowledge of people-centered DEIB initiatives.
2. Ability to uphold the mission, vision, and ethics of NRCDV.
3. Commitment to social justice and deep understanding of the intersections between ending violence and eradication oppression.
4. Bachelor's degree in HR or related field. Graduate degree preferred.
4. Excellent written and verbal communication skills. Multilingual abilities preferred.
5. Deep understanding of and appreciation for cultural diversity, humility, and relevance.
6. Excellent organizational and time management skills.
7. Attention to detail, humility, and eagerness to learn and grow.
6. Experience working with people who have experienced trauma, and an understanding and commitment to trauma-informed responses.
7. Excellent listening and empathy skills.

Travel Requirements:

Occasional travel may be required for trainings and staff meetings, up to 10%-20% of the time depending on the remote schedule.

Equal Opportunity:

NRCDV is an equal opportunity employer and committed to supporting a workforce which represents the diversity of the communities we serve. Survivors of domestic or sexual violence and individuals from marginalized communities (those who are BIPOC, LGBTQ+, immigrants, and who have disabilities) are encouraged to apply.

Compensation:

The starting salary for this position will be \$80-90K, depending on experience (professional and lived) and education. NRCDV values pay equity and transparency and does not negotiate outside of the approved salary structure. Position also includes a full benefits package, including health, dental, vision, and life insurance; paid time off; and an employer 401k contribution.

To apply:

Email resume and cover letter to LeNesha Brown (she/her) at humanresources@nrcdv.org.