DIRECTOR PEOPLE OPERATIONS

Civic Nation seeks a Director of People Operations (ideally based in Washington, DC), a new position established to lead the development and continuous improvement of key people programs and processes, as well as organizational culture initiatives. This position will play a key role in creating an exceptional employee experience and ensuring human resources practices support the organization in achieving its mission. You are an ideal candidate if you are well-versed in talent acquisition and development, employee engagement, organizational culture, and HR laws and HR compliance.

The director must be passionate about Civic Nation’s mission, have strong emotional intelligence, and be able to help lead the organization in terms of diversity, equity and inclusion, as well as work/life balance. In addition, the director will engage in high level counselling with supervisors and staff to support staff development and conflict resolution.

ABOUT CIVIC NATION

Civic Nation serves as a mobilization hub at the intersection of creative communications, community organizing, narrative and culture change strategies, and high-level stakeholder engagement. At Civic Nation we house some of the most innovative campaigns organizing for progress across the country including It’s On Us, The United State of Women, and When We All Vote, Co-chaired by Michelle Obama.

Civic Nation also partners with some of the country’s most influential voices, brands, organizations, and institutions, and brings together a collection of leading talent with deep expertise in their individual issue area and a collective passion for civic engagement.

YOUR IMPACT

- Leadership
  - Serve as key member of the Operations Team, working collaboratively with the COO to lead and the organization’s HR programs, as well as maintain its policies and procedures.
  - Partner with the CEO, COO, and senior leadership to enhance overall organization culture.
- Work with CEO, COO, and CFO to set salary determinations and develop related salary protocols.
- Work with CEO, COO, and legal counsel to investigate and resolve employee concerns and/or complaints.
- Provide supervisors guidance in coaching, mentoring, and when necessary, managing personnel and disciplinary matters with their staff.
- Manage policies and systems to ensure compliance with current employment and nonprofit law.
- Maintain knowledge of industry trends and employment regulations.

- **Diversity, Equity, and Inclusion**
  - Lead in the design, management, and implementation of a DEI strategy which ensures a diverse, equitable, and inclusive workplace.

- **Talent Acquisition and Retention**
  - Oversee organization-wide recruitment, ensuring the organization attracts, retains, and motivates a diverse, high-quality team.
  - Manage hiring of all staff in conjunction with supervisors.
  - Manage employee on-boarding to acclimate and support new hires transition to the organization.
  - Identify and deploy relevant training and professional development opportunities for staff, including training on internal policies and procedures.
  - Design, implement, and manage an annual employee performance review process.
  - Work with supervisors and departing employees to assess employee experience.

- **Administration**
  - Perform annual review of existing organizational policies and procedures, including employee handbook.
  - Oversee the organization’s compliance with federal, state, and local laws and regulations pertaining to all HR matters.
  - Manage accurate and compliant record systems for employee data and official personnel files.
  - Support COO with payroll processing and benefits administration.

- **Internship Program**
  - Develop and implement a program that provides interns with training opportunities, skills development, and one-on-one mentorship with senior staff.
YOUR EXPERIENCE

- Bachelor’s degree or equivalent experience.
- Seven plus years of professional experience in the human resources space in non-profit organizations, preferred.
- SHRM professional certification preferred.

YOUR COMPETENCIES

- Strong ability to listen, understand, connect, earn trust of, and collaborate with employees at all levels of the organization.
- Continuously seek to understand and respect others’ perspectives and emotions.
- High sense of personal responsibility and integrity.
- Strong professional ethics and sensitivity in dealing with confidential personnel issues are essential.
- Deep and proven dedication to issues of diversity, equity, and inclusion.
- High degree of comfort with change and working in a rapid response environment.

SALARY AND BENEFITS

The salary range for this position is $100,000 - $120,000. Our comprehensive benefit plan includes 100% employer-paid health, dental, and vision insurance for employees; generous paid time off; access to 401k plan, and more.

TO APPLY

To apply, submit a cover letter and resume to careers@civicnation.org with the subject line director of people operations. The cover letter should be concise, compelling, and include why you would like to work for Civic Nation. Apply by February 14, 2021, for priority consideration. Applications will be accepted until the position has been filled.

At Civic Nation, diversity, equity, and inclusion are directly aligned with the fundamental belief that people are inherently capable but often lack opportunity. We know that a diverse workforce allows us to see problems in more nuanced ways, creating the thought leadership needed to fulfill our mission and reach our goals. Civic Nation is an equal opportunity employer and welcomes people from all backgrounds, experiences, abilities, and perspectives to apply.