



Position Description

TITLE:	Director, People and Culture
CLASSIFICATION:	Full-time, exempt, non-Union
SUPERVISORY RESPONSIBILITIES:	Yes
REPORTS TO:	Interim Chief Operating Officer
LOCATION:	Washington, DC

Job Summary:

The Director, People and Culture is a newly created role responsible for developing and implementing a comprehensive human resources strategy, policies, and systems that support the well-being and growth of our talented team. As a member of the Senior Leadership Team, the Director also will collaborate with staff across the organization to build an organizational culture that reflects our commitment to racial justice, diversity, equity, and inclusion. The Director will manage and mentor a 3-person team.

We are searching for an experienced human resources leader with a proven record of creating innovative and effective solutions across the HR function, including recruiting, professional development, performance management, compensation and benefits, and legal compliance. The ideal candidate will bring strong emotional intelligence and a collaborative, constructive, and results-oriented leadership style. They will be flexible, creative, and proactive in addressing challenges and identifying solutions.

Duties and Responsibilities:

Essential responsibilities of the Director, People and Culture include but are not limited to the following:

HR Strategy, Policies, and Systems

- Develop and implement an HR strategy that supports the Lawyers' Committee's strategic framework and goals and that is responsive to external trends.
- Guide the HR team in setting annual goals and plans.
- Maintain knowledge of industry trends and regulations to ensure adherence to federal, state, and local legal requirements and advise management on needed actions ensure policies and procedures reflect best practices and compliance with existing laws affecting employees, including labor-relations laws. Create and/or update policies, procedures, and guidelines as needed.
- Develop and implement strategies to foster diversity & inclusion within the organization and all of its people management processes.

- Anticipate obstacles, offer, and implement solutions that are nimble, data-informed, and reflect sector best practices.
- Create objective measures and standardize reporting to help leadership understand trends that affect the employee experience in the organization, including retention, training, performance, compensation, etc.
- Coordinate and support compliance on union-related matters, including supporting management's role in collective bargaining and implementation of procedures under a collective bargaining agreement, working closely with the COO and other leadership.

Talent Management, Employee Relations, and Workforce Planning

- Oversee employee relations activities and programs.
- Partner with internal stakeholders to implement strategies for employee engagement and retention.
- Prepare and analyze HR metrics and provide reports to leadership to support decision-making, implementation, and recommended changes.
- Create and implement a strategy and consistent process for targeted recruitment of top-tier candidates and talent management, through effective, nimble outreach, recruiting, hiring and onboarding.
- Work closely with the COO and leadership to understand, project, and monitor hiring and staffing levels, ensuring timely posting of and follow up on vacancies and newly-created positions.
- Curate robust organization-wide training offerings, including training and supporting people managers in effective practices.
- Coordinate with leadership on all professional certifications for employees, including attorney licensing requirements.
- In close communication with leaders across the organization, and with input from staff, develop a program that provides robust access to relevant professional development opportunities for teams and individual employees.
- Oversee the performance evaluation process, including recommending changes to strengthen participation and enhance employee growth and development. Assess compliance and impact of the evaluation process.
- Coordinate coaching, counseling and advising management and staff to ensure resolution of employment related matters, including union-related grievance processes.

Compensation and Benefits

- Provide strategic and operational leadership, in coordination with senior leadership, in the design, implementation, administration, and communication of total rewards (compensation and benefits).
- Coordinate with outside consultants and contractors in the review and design of compensation structure, ensuring alignment with organizational goals and strategic framework.
- Provide support and training to people managers to understand compensation and benefits, to ensure effective communication at all levels.
- Assess the impact of total compensation strategy.
- Lead the process of evaluating vendor relationships, and benefits providers, making recommendations to senior leadership.

HR Infrastructure and Operations

- Lead HR team to ensure all HR legal and compliance requirements are shared and met. Coordinate with COO and leadership. Ensure effective implementation of HRIS system(s), and coordination of related technology, working closely with the COO, IT Manager, and others.
- Develop and monitor annual HR budget, in coordination with COO and CFO.

Minimum Requirements and Competencies:

- Minimum of 10 years of Human Resources experience, including at least 5 years leading a human resources team.
- Bachelors' degree or higher in relevant field.
- HR expert with deep understanding of payroll, benefits, compliance, employee relations, recruitment, onboarding, policy creation and enforcement, workforce and organizational strategy development and implementation, leadership support and guidance.
- Demonstrated experience leading change management and implementing effective performance systems.
- High degree of comfort with technology, including HRIS systems, integrations with HRIS, and HR apps. Demonstrated ability to adapt to new technology environments.
- Experience in a union environment a plus.
- Knowledge of local, state, federal laws affecting employment and of best practices for risk mitigation.
- Demonstrated commitment to the Lawyers' Committee's racial justice mission.
- Professional, collegial demeanor, and effective thought partner.
- Comfort working in a fast-paced, fluid organizational environment.

Supervisory Responsibility:

This position supervises direct reports on the Human Resources team.

Work Environment:

This job operates in a professional office environment. Therefore, this role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets, and fax machines.

Physical Demands:

The physical demands described here are representative of those that an employee must meet to perform the essential functions of this job successfully. For example, while performing the duties of this job, the employee is regularly required to talk or hear. In addition, the employee frequently is required to stand, walk; use hands to finger, handle or feel; and reach with hands and arms. Reasonable accommodations will be provided accordingly upon request.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee for this job. In addition, duties, responsibilities, and activities may change at any time with or without notice.

Apply

Interested candidates may apply online [here](#).

Signatures:

All levels of management have approved this job description:

Manager_____

HR_____

Employee signature below constitutes the employee's understanding of the position's requirements, essential functions, and duties.

Employee_____ Date_____