



**NNEDV**  
NATIONAL NETWORK  
TO END DOMESTIC  
VIOLENCE

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Full-time Position Available

## **Director of Human Resources, Equity, and Inclusion**

The National Network to End Domestic Violence (NNEDV) is a social change organization dedicated to creating a social, political, and economic environment in which domestic violence no longer exists. NNEDV advocates for law, policies, and funding to address domestic violence and provides training, technical assistance, education, and support to state and territorial domestic violence coalitions.

NNEDV is deeply committed to creating and sustaining an organizational culture that values diversity, inclusion and equity and envisions an organization that reflects the rich cultural diversity of the community. In pursuit of this vision, we are committed to educating, developing, and supporting an organization that embodies diversity in its many forms.

NNEDV is seeking a **Director of Human Resources, Equity, and Inclusion** to work closely with the President & CEO, Executive Team, and across all teams to develop and implement comprehensive human capital strategies for the organization. This role will lead the human resources work, bringing an equity and inclusion lens to all aspects of the job, in addition to being a trusted advisor to the President & CEO and senior leadership team.

The Director of Human Resources, Equity, and Inclusion will plan, lead, develop, coordinate, and implement policies, processes, training, and initiatives to support the organization's human resource compliance and strategy needs. This position will oversee, monitor and develop comprehensive HR strategies, policies and practices and that create a diverse, respectful, welcoming and inclusive work environment for all employees.

The Director of Human Resources, Equity and Inclusion will report to the President & CEO and work with the Senior Finance Director, with some support of the Finance & Administrative Team. **This is a full-time, exempt position based in Washington D.C.**

This is a great opportunity for a proven leader with senior HR skills to contribute to a strong organization with a critical mission. NNEDV has approximately 40 employees and this position is best suited for an HR professional looking to build HR infrastructure for the organization. We are seeking best practices expertise that will take our HR department and equity and inclusion practices to the next level of partnership with our leadership team and employees.

### **Primary Responsibilities:**

#### **A. Human Resources Operations**

- Promote NNEDV's vision, mission, and standards of conduct.
- Demonstrate a commitment to equity, excellence, and high expectations for all employees by creating organizational policies and structures that remove barriers and foster inclusion for all.
- Support NNEDV's efforts to be a trauma-informed, survivor-centered workplace with an emphasis on wellness.
- Coach leaders and employees about employment guidelines and ensure prompt, satisfactory resolution of validated issues/concerns/problems.
- Stay abreast of best practices and emerging trends in the field to remain compliant with EEO

processes and employment and labor laws, policies, procedures and regulations.

- Interpret, and—in consultation with legal counsel, as appropriate—provide guidance on EEO processes and employment and labor policies, procedures, and regulatory compliance.
- Support all levels of management through such activities as supervisory training, as well as development and communication of leadership policies, practices, and guidelines.
- Develop, review, and revise existing job descriptions and develop consistent job description templates for different categories of positions.
- Review existing HR infrastructure and policies; provide recommendations and strategies for development of revised and/or new processes, programs and practices on HR matters, including exits interviews, employee orientations, on and off boarding, performance management and recognition structure, and compliance issues.
- Identify training and development opportunities to meet the needs of leadership and other staff.
- Identify HR trends across the spectrum of similar non-profit organizations and propose programs to address these trends.

## **B. Equity & Inclusion Strategy**

- Bring an equity lens to all HR work, including researching, developing, and implementing targeted strategies that foster diversity, equity, and inclusion efforts to advise NNEDV leadership and to achieve measurable progress in employee experience objectives.
- Assist in building and managing diversity, equity, and inclusion programs; work with vendors; coordinate activities; and lead cross-functional teams related to inclusion, diversity, and equity.
- Ensure recruiting, hiring, retention, and compensation practices are aligned with NNEDV's commitment to diversity, equity and inclusion, with special emphasis on expanding the recruiting network to attract a diverse pool of candidates. Design and implement strategies and protocols to build the capacity of all departments to interview, hire and retain a broadly diverse work force.
- Design and implement strategies, including ongoing education and training programs, to build the capacity of staff to work effectively, respectfully and equitably.
- Collaborate with senior leaders to promote effective diversity, equity, and inclusion strategies, including institutional business practices, employment and workplace systems, programming, and initiatives.
- Ensure that the organization maintains a high-performing, mission-driven culture and increase organizational health and effectiveness by strategically gauging staff morale, assessing institutional climate, and addressing organizational issues while providing HR solutions.

## **C. Compensation and Benefits**

- Oversee the administration of company benefits and compensation programs to ensure competitive and equitable total rewards programs across all job categories. Monitor compensation and benefits to ensure equitable treatment and industry alignment.
- Work with insurance and benefit broker providers to stay abreast of all benefit changes across the multi-state workforce and communicate employee benefits and oversee the processing of new enrollments and changes.

## **D. Operational Effectiveness and Staff Management**

- Collaborate with senior staff leaders to define, track, and evaluate organizational goals, and establish processes to ensure adherence to plans and budgets.
- Provide coordination and project management support for org-wide initiatives and meetings.
- Maintain effective lines of communication, keeping the President & CEO fully informed of all

critical issues and provides recommendations to the President & CEO as needed.

- Identify and resolve barriers to effective decision making at the Executive, Senior and Organizational level, ensuring a well-functioning organization and high performing teams.
- Address complex, sensitive or confidential matters.
- Supervise the undertaking of special projects at the request of the President & CEO.

### **Required Skills, Education, and Qualifications**

- Bachelor's degree in Business Administration, Human Resources, or related field. Master's preferred.
- A minimum of twelve years' experience in an executive leadership role.
- Demonstrated experience leading inclusion and equity strategy initiatives for organizations and bringing an equity lens to HR work.
- Demonstrated commitment to diversity, equity, and inclusion to advance racial equity within the organization, both in interactions internally and in approaches to all organizational processes and policies.
- Human Resources experience within the non-profit sector.
- Experience in multiple human resource functions including, but not limited to, employee relations; recruiting and staffing; diversity, equity and inclusion; performance management; leadership and staff development; employee engagement; employee communications; compensation; and benefits.
- Thorough knowledge of employment-and labor related laws and regulations.
- Ability to adopt and interpret the organization's mission, vision, values, and services in the domestic violence movement.
- Energy and ability to innovate, collaborate, problem-solve, and champion change both within the human resources function and with stakeholders across the organization.
- Ability to exercise a high degree of integrity, confidentiality, and judgment; ability to both inspire trust and be trustworthy.
- Strong leadership skills and experience working collaboratively and building teams.
- Outstanding communication skills, both verbal and written, with the ability to communicate effectively with a variety of audiences.
- Flexibility and the ability to work quickly and accurately under pressure.
- Excellent interpersonal, analytical, problem-solving, and conflict resolution skills.
- Excellent organizational skills and attention to detail.
- Proficiency with Microsoft Office Suite or related software

### **Desired Skills and Qualifications:**

- Experience at a state or territorial domestic violence or sexual violence coalition or program.
- Experience working with some remote staff based in multiple states and/or territories
- HR Certification highly preferred (SHRM-CP, PHR, or SPHR)

**Location:** This position offers a flexible and collegial working environment based in our offices on Thomas Circle in downtown Washington, DC, near McPherson Square Metro. At the time of this posting, NNEDV is in remote status. NNEDV is telework ready and the position may initially start based at home as needed during the COVID-19 pandemic. Once we return to the office, this position will be based in Washington, DC.

### **Anticipated Minimum Salary:**

Director: Minimum starting salary is 100,000, with at least 12 years of relevant experience. Salary adjusted commensurate with experience.

**Benefits:** NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurances. NNEDV contributes 3% to each employee's 401k retirement plan (no match required). NNEDV provides 18 paid holidays (including the last full week of each year), three weeks of annual leave and 10 days of sick leave (accrued monthly). NNEDV also offers vision insurance at a nominal cost.

**To Apply:**

Send a cover letter and resume combined into a single PDF to Deborah J. Vagins, at HRDirectorJob@nnedv.org. Please also include your cover letter in the body of your email and "HR Director Search" in the subject line of your email.

**Applications received by end of day September 10, 2021 will be given priority;** however, the position will remain open until filled. No U.S. mail or faxes please.

We value a diverse workforce and an inclusive culture. NNEDV encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, age, national origin, marital status, citizenship, disability, or veteran status.