



NNEDV
NATIONAL NETWORK
TO END DOMESTIC
VIOLENCE

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Full-time Position Available
Director of Human Resources

The National Network to End Domestic Violence (NNEDV) is a national organization dedicated to making domestic violence a national priority, and creating a social, political and economic environment in which domestic violence, dating violence, sexual assault, and stalking no longer exists.

NNEDV is seeking a **Director of Human Resources (HR)** to work closely with the CEO and Executive Team and across all teams to develop & implement comprehensive human capital strategies for the organization in alignment with the mission of NNEDV and with a focus on attracting, developing, and retaining the talent required to achieve organizational goals. This is a full-time, exempt position based in Washington D.C.

The Director of HR will plan, lead, develop, coordinate, and implement policies, processes, training, and initiatives to support the organization's human resource compliance and strategy needs. The Director of HR will work with the Senior Finance Director and Administrative Team. This is a great opportunity for a proven leader with senior HR skills to contribute to a strong organization with a critical mission.

Primary Responsibilities:

A. Employment practices

- Promote NNEDV's vision, values, and standards of conduct.
- Support NNEDV's efforts to be a trauma-informed, survivor-centered workplace with an emphasis on wellness.
- Develop, review and revise existing job descriptions and develop consistent job description templates for different categories of positions.
- Review existing HR infrastructure, including handbooks and policies; provide recommendations and strategies for development of revised and/or new processes, programs and practices on HR matters.
- 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.

B. Recruiting, hiring, onboarding, and employee recordkeeping

- Ensure recruiting and hiring practices are aligned with NNEDV's commitment to diversity and inclusion.
- Work with appropriate staff to execute, or modify as needed, recruiting functions through applicant screening, coordination of interviews, and selection support.
- Work with appropriate staff to plan, deliver, and facilitate employee orientation, conduct exit interviews, process employee paperwork, and advise managers in employment actions.
- Work with appropriate staff to develop and implement diversity and inclusion-informed strategies for employee recruitment, including updating job posting in various media, identifying and developing community contacts, and making presentations where appropriate.

- Work with appropriate staff to maintain systems for keeping HR information that complies with reporting guidelines by tracking hires, promotions, transfers, performance evaluations, compensation practices, recognition, training, safety, and harassment.

C. Talent development

- Review current processes and suggest revised or new performance review and improvement processes.
- Provide for staff development and succession planning.
- Create employee development plans, training programs, and performance planning.
- Develop and put in place recognition structures.
- 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.

D. Administering compensation and benefits

- Conduct compensation surveys of comparable organizations; review current and develop salary recommendations to support NNEDV's decisions about appropriate pay ranges and ensuring competitive and equitable total rewards within and across job categories.
- Oversee the administration of benefits and time off programs in accordance with the organization's Employee Handbook.
- Along with appropriate staff, collaborate with insurance and benefit broker providers.
- Conduct market analyses and make cost effective recommendations.
- Along with appropriate staff, communicate employee benefits and process new enrollments and changes.
- Review and administer the performance appraisal process to ensure effectiveness, compliance, and equity within the organization.

Required Skills, Education, and Qualifications

- Bachelor's or Master's degree in Human Resources, Business Administration, or related field
- Human Resources experience within the non-profit sector
- HR Certification highly preferred (SHRM-CP, PHR, or SPHR)
- Experience in multiple human resource functions including, but not limited to, employee relations; workforce planning; 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.
- 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.
- Outstanding communications, both verbal and written, with the ability to communicate effectively with a variety of audiences.
- A demonstrated strong commitment to diversity, equity, and inclusion, both in interactions internally and in approaches to all organizational processes and policies.
- 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.
- Proficient with Microsoft Office Suite or related software

Desired Skills/Qualifications:

- Experience at a state or territory domestic violence coalition.

- Experience working with some remote staff based in multiple states.

Location: This is an in-office, DC-based position in our office on Thomas Circle, near McPherson Square Metro. Very minimal travel required.

Anticipated Salary Range:

Director: \$100,000 - \$125,000, at least 12 years of relevant experience

Benefits:

NNEDV pays the entire cost for each employee's Health (HMO plan), Dental, Life, and Short-Term and Long-Term Disability Insurance. NNEDV contributes 3% to each employee's 401k retirement plan (no match required), and provides at least 17 (and up to 22) paid holidays (including the last full week of each year), three weeks of annual leave, and 10 days of sick leave each year. NNEDV offers vision insurance at a nominal cost.

To Apply:

Send a cover letter, resume, salary expectations, combined into a single PDF to Cindy Southworth, Executive Vice President, at employment@nnev.org. Please also include your cover letter in the body of your email.

Applications received by end of day Friday, March 6th will be given priority; however, the position will remain open until filled. No U.S. mail or faxes please.

NNEDV is proud to be an equal opportunity employer, and we encourage your application to join our highly accomplished team!