Full-time Position Available

**Director of Human Resources**

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/territory domestic violence coalitions, as well as local domestic violence, sexual violence, and stalking programs, transitional housing programs, and the general public.

NNEDV is seeking a Director of Human Resources to work closely with the President/CEO, Executive Team, and across all teams to develop & implement comprehensive human capital strategies for the organization in alignment with the mission of NNEDV with a focus on attracting, developing and retaining the talent required to achieve organizational goals. This role will lead the human resources work and equity and inclusion strategies, in addition to being a trusted advisor to the CEO and senior leadership team.

The Director of Human Resources 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 Human Resource, Equity and Inclusion will work with the Senior Finance Director and 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.

**Primary Responsibilities:**

A. Human Resources Operations
   - Promote NNEDV’s vision, mission, and standards of conduct.
   - 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 and recognition structure, and training 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
• Research, develop, and implement targeted strategies that foster diversity, equity, and inclusion efforts to advise NNEDV leadership and to achieve measurable progress in employee experience objectives.
• Build and manage diversity, equity, and inclusion programs; work with vendors; coordinate activities; and lead cross-functional teams related to inclusion, diversity, and equity.
• Translate organizational diversity and inclusion needs into plans based on identified barriers to access, equity, and opportunity within NNEDV.
• Partner with teams throughout the organization to support NNEDV in building diversity, equity, and inclusion initiatives and programs.
• Ensure recruiting, hiring, and compensation practices are aligned with NNEDV’s commitment to diversity, equity and inclusion.

C. Administer Compensation and Benefits
• Oversee the administration of company benefits and compensation programs to ensure competitive and equitable total rewards programs across all job categories.
• 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 or Master’s degree in Business Administration, Human Resources, or related field
• A minimum of twelve years’ experience in an executive leadership role.
• Demonstrated expertise leading inclusion and equity strategy initiatives for organizations.
• Human Resources experience within the non-profit sector.
• 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 communication skills, 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.
- Proficiency 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.
- 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.

**Anticipated Minimum Salary:**
Director: $100,000, with 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 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 June 15, 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.