People & Human Resources Manager

About DC Greens
Founded in 2009, DC Greens is a nonprofit organization that advances health equity by building a just and resilient food system. We believe that racial justice, food access, and health equity are all connected, and that change requires systemic solutions and cross-sector collaboration. DC Greens works in solidarity with those who are most impacted to build a just food system in the nation’s capital and break down the systemic barriers that harm our community.

For more than six years, DC Greens has been on an intentional journey to align our values with anti-racist, anti-oppressive practices. This includes investments in staff leadership, shifting internal processes to dismantle systemic racism, and implementing programs that put these values into practice externally.

The Opportunity
The People & HR Manager will manage the implementation of existing talent management processes, organizational culture-building initiatives, and human resources activities, all of which enable the organization to achieve its mission. This position will enhance the human resources initiatives within the organization, lead the completion of milestones of the employment cycle, and support the implementation of organization-wide policies and procedures.

Position Overview
The People & Human Resources Manager must be well-versed in talent acquisition and development, employee engagement, organizational culture, HR laws, and HR compliance. In 2019, DC Greens adopted a pay equity process (PEP) created by Vega Mala Consulting, and this role is central to its sustainability and progression. Candidates must have experience applying an equity lens to their daily work, knowledge of how to create conditions for success, and have a deep commitment to racial justice. The People & HR Manager will collaborate closely with and report to the Operations Director.
Essential Job Responsibilities

Talent Acquisition and Development

- Lead and refine the hiring process for the organization
- Implement the use of a new Applicant Tracking System (ATS)
- Refine and strengthen employee onboarding protocols
- Perform all onboarding, schedule new hire meet-and-greets, and complete associated system coordination
- Develop recruitment strategies to attract a diverse workforce
- Lead and refine the organization's performance evaluation process
- Collaborate with managers to create and track staff development plans
- Serve as resource to staff by identifying training and development opportunities
- Perform ongoing learning and development needs assessments and propose learning solutions through a racial equity lens
- Support racial equity initiatives and other activities designed to increase awareness and support of equity and inclusion values

Organizational Culture

- Collaborate with leadership to create a clear, compelling vision for attracting, developing and retaining exceptional and diverse talent
- Lead planning and coordination of internal events that foster employee engagement and retention (e.g. semi-annual all-company retreat)
- Collaborate on the creation and implementation of initiatives for moving the organizational culture forward in a virtual environment
- Lead employee engagement and organizational surveys and conversations to solicit feedback and develop solutions for improvement
- Conduct exit interviews with staff and analyze information to feed solutions that drive higher employee engagement and retention
- Model and deliver courageous, clear, honest, and supportive feedback across the team, including with leadership
- Work with the Equity Cell, the Executive Leadership Team, and all staff to embed equity in all human resources initiatives within the organization
- Serve as the point of contact for external affinity group facilitators, collaborating with leadership to ensure values alignment

Operations

- Serve as HR compliance expert and point of contact for the organization (e.g. I-9s, new employment laws, file retention, etc.), and stay abreast of compliance and/or law changes
- Develop and manage policies around employee grievances and escalation
• Support the development of compensation practices and policies
• Support the creation and maintenance of HR policies, processes, and practices throughout the employee lifecycle
• Partner with external benefits brokers to coordinate employee benefits program and events
• Provide operations support (e.g. answer phones, order supplies, coordinate with vendors, etc.)

Team Contributor and Collaborator
• Participate actively and respectfully in team meetings, staff meetings, and staff retreats
• Contribute to the overall improvement of the organization
• Represent the organization externally, including at major fundraising events, in accordance with stated values
• Expected to be self-reflective around how power, privilege, and access supports or challenges efforts to center equity
• Additional related duties as assigned

Experience, Skills, and Qualities
• 5+ years of relevant experience in a human resources role
• Experience building and leading the talent acquisition and development function within an organization
• Track record of getting results using collaborative strategic management and organizational skills
• Demonstrated commitment to the vision and mission of DC Greens’ work; experience with implementing initiatives based in social change
• Demonstrated commitment to and experience developing diversity, equity, and inclusion initiatives
• High degree of personal integrity and commitment to maintaining confidentiality
• Self-aware, emotionally intelligent person who focuses on the root causes of issues, listens to understand, and makes connections between qualitative and quantitative information
• Clear oral and written communication skills

Preferred
• PHR or SHRM Certified
• Experience working within a nonprofit
• Experience working in a remote environment
Location
DC Greens is in Washington, D.C. While most responsibilities can be satisfied remotely, some in-person meetings and events are required. Candidates should reside in the Washington, D.C.-Metropolitan area or be willing to relocate to the area within three (3) months of hire.

Compensation & Benefits
This is a regular, full-time (40 hours/week) salaried, exempt position. The salary range for this position is $91,700 to $97,200 commensurate with experience. All salaries at DC Greens are non-negotiable, in accordance with our pay equity process. There is a generous benefits package that includes medical/dental/vision, disability/life insurance, 25 days of PTO, employer match on retirement contributions once eligible, and a flexible schedule.

Application Process
Please email a cover letter and resumé to hiring@dcgreens.org. In your cover letter, provide an answer in 250 words or less to the following prompt: What is your personal and professional lived experience with the communities with which DC Greens works?

Please put “People & HR Manager” in the subject line and save your cover letter and resumé as a single attachment labeled “LAST NAME, FIRST NAME_Application.” Applications will be accepted on the rolling basis until the position is filled, with priority given to applicants who apply by August 19, 2024, 11:59 pm EST. Anticipated start date is September 16, 2024.

Equal Employment Opportunity
DC Greens is an equal opportunity employer. We strongly encourage and seek applications from people of color, bilingual and bicultural individuals, people who have experienced poverty, women, and members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical status. Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.