



## Position Description

**Position Title:** Director of People and Culture

**Location:** Remote

**Reports to:** Chief Operating Officer

**Status:** Full Time, Exempt

### Position Summary

ILLUMINATIVE is a dynamic, groundbreaking, and rapidly growing organization that is chartering a next phase of ambitious, strategic growth that will enable the organization to significantly scale up its infrastructure, capacity, programming and impact. The Director of People & Culture (DPC) will be responsible for leading all aspects of Human Resources including recruiting/retention, benefits, hiring/onboarding, performance management, compliance, training and development, and all other HR strategy and operations. Reporting to Chief Operating Officer, the DPC is a member of the Leadership Team and will be involved in a wide range of strategic planning and internal initiatives, including the creation and implementation of organizational strategies, staffing plans, policies, and practices. The DPC will also serve as primary liaison to New Venture Fund's Human Resources department. This new position will be responsible for the overall administration, coordination, and operation of HR functions that support the success of the organization and its strategic objectives.

### Responsibilities and Tasks

#### Recruitment, Hiring, Onboarding, Offboarding

- Develop strategies to identify talent; establish and conduct recruitment and hiring process for all employees from collaborating with managers on crafting job descriptions through extending job offers
- Manage and conduct general organizational onboarding and orientation for new employees; in collaboration with the Leadership Team (LT), develop and standardize onboarding expectations, schedules, protocols, and procedures across organization
- Manage and conduct offboarding of staff, including exit interviews; analyze data and make recommendations to the executive leadership (EL) for corrective action and continuous improvement

#### Professional Development/Performance Management

- Assess organizational needs; identify and support opportunities for management and employee professional development and growth; work with LT to identify personnel challenges or talent gaps and collaborate to develop solutions to address them
- Oversee performance management activities including ongoing feedback, documentation of performance issues, annual performance evaluations, and performance improvement plans; collaborate with EL to develop and implement new performance management approaches and systems; maintain knowledge of industry trends and best practices in workplace development and change management
- Provide performance management guidance to supervisors, and support them in carrying out their responsibilities on personnel matters (supervision/coaching, mentoring professional development, and disciplinary actions); provide supervisors and staff members with coaching and resources to help resolve and prevent interpersonal and team conflicts and adapt to different leadership styles
- In consultation with NVF HR, identify and coordinate ongoing training for staff members, including annual trainings (e.g. workplace safety, sexual harassment), skills-based training, diversity and inclusion trainings,



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and other trainings as needed; in consultation with LT, design and implement a management training program for supervisory staff

- In collaboration with EL, identify departmental training needs, and assist directors with finding appropriate training resources; ensure that training is being offered to all employees across all programs; monitor and evaluate success of training programs, following up to ensure training objectives are met

### **Culture/Employee Relations**

- Oversee employee events and appreciation activities such as the quarterly retreat, social events, and group activities. Lead the Culture of Care Committee in tracking anniversaries, birthdays, and other milestones
- Assess and advance employee engagement and satisfaction
- In addition to NVF HR, serve as HR contact for all employees; proactively engage employees to improve working relationships, build morale, and increase productivity and retention; communicate openly and frequently, keeping staff informed on benefit resources, organizational events and other pertinent information
- Provide leadership and partnership with management and employees to develop, communicate and administer NVF human resource policies and procedures that will maintain and improve employee relations and shape organizational culture
- Exhibit understanding, sensitivity and responsiveness to cultural differences present in the agency's service and employee population; oversee the creation and implementation of programs that build momentum for diversity, equity, and inclusion
- In consultation with NVF HR, manage and resolve complex employee relations issues

### **Compensation**

- Develop and administer a consistent and progressive compensation program including salary surveys and market research to ensure IllumiNative is competitive within its market

### **Strategy**

- Maintain knowledge of industry trends and best practices in workforce development and change management
- Review and make recommendations to EL for improvement of the organization's policies, procedures, and practices in workforce management; propose strategies for organizational development and effective talent management
- Forecast current and future talent needs, specifically within the People Operations team; gain an in-depth understanding of project priorities and translates that into workforce planning for the group; provide input on departments restructures, workforce planning and succession planning

### **Education, Experience, Knowledge, Skills and Ability**

- Bachelor's degree in Human Resources, Business Administration or a related field required; advanced degree in human resources, business, public administration, or related field highly desirable; SHRM-SCP, PHR, or SPHR certification a plus
- Minimum 5 years of HR experience, with extensive exposure to employee relations, performance management, recruitment, and training and development



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- Steadily increasing level of supervisory responsibilities, including overseeing a small team of staff
- Demonstrated leadership skills, with a minimum of two years of supervisory/personnel management experience; experience consulting and educating senior management on HR-related topics
- Familiarity with strategic planning, including compensation practices, data analysis, organizational diagnosis and development; deep understanding of current HR trends in compensation, benefits, and performance evaluation frameworks
- Working knowledge of human resources in a non-profit organization and recent trends in the sector
- Experience in revising or developing new HR policies and procedures to meet changing organizational needs, and to support the desired organizational culture
- Understanding of best practices and experience in building inclusive and engaged workplaces; cultural awareness and sensitivity with lens on racial and gender equity; experience supporting a multi-generation workforce
- Ability to collaborate and communicate with internal as well as external partners and other organizations.
- Ability to work effectively in collaboration with diverse groups of people.
- Integrity, positive attitude, mission-driven, and self-directed with demonstrated passion for IllumiNative's mission and commitment to working collaboratively with a team of professionals.
- A team player, who can interrelate and operate effectively with peers and other associates within a collegial, yet demanding, work environment.
- An individual who is able to handle a variety of constituencies, manage multiple tasks simultaneously and thrive in a complex environment with multiple priorities.
- Innovative thinker, with a track record for translating strategic thinking into action plans and output.
- Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
- Self-reliant, good problem solver, results oriented.
- Ability to make decisions in a changing environment and anticipate future needs.

All employees of NVF are required to complete timesheets.

### **How to Apply**

Complete the online application, please send any questions to Collin Czilli at [collin@illuminatives.org](mailto:collin@illuminatives.org).

### **Compensation and Benefits**

**Salary range:** \$70,000-\$100,000

#### **Benefits:**

*Comprehensive benefits package that includes 100% employer-paid health, dental, and vision insurance for employees (and their families). Employees are able to enroll in 401k retirement plan and are eligible for a 3% automatic contribution and up to a 3% employer match on 401k contributions. Employees are also eligible for pre-tax transportation benefits. Employees will receive 80 hours of vacation time, 80 hours of health leave, up to 2 days of casual leave, and 20 hours of volunteer leave annually. Employees will also receive 13 paid holidays throughout the calendar year. Employees are eligible for 12 weeks of paid family and medical leave after 90 days of employment.*

### **Hiring Statement**

IllumiNative is a project of New Venture Fund (NVF), a 501(c)(3) public charity that incubates new and innovative public-interest projects and grant-making programs. NVF is committed to attracting, developing and retaining exceptional people, and to creating a work environment that is dynamic, rewarding and enables each of us to realize our potential. NVF's work environment is safe and open to all employees and partners, respecting the full



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spectrum of race, color, religious creed, sex, gender identity, sexual orientation, national origin, political affiliation, ancestry, age, disability, genetic information, veteran status, and all other classifications protected by law in the locality and/or state in which you are working.

**COVID-19 Policy**

*To center the safety and well-being of its employees, New Venture Fund requires that any employee who is required to conduct in-person activities for their job must be fully vaccinated against COVID-19 within four weeks of their start date. This position may require candidates to be fully vaccinated against COVID-19. Accommodations may be sought and approved in accordance with the law by contacting human resources at [HR@newventurefund.org](mailto:HR@newventurefund.org).*