

Director of People and Culture – Position Announcement

Updated December 2023

St. Nicks Alliance, a North Brooklyn, non-profit, committed to Transforming lives, seeks an experienced in-person Director of People and Culture (DPC). The DPC will embrace the organization's Transformational culture aligned to overall organizational objectives while managing staff concerns and human resources services. Duties include addressing employee grievances and disputes, identifying and organizing staff development and training, enhancing job satisfaction, organizing and leading staff on-boarding procedures, mitigating risks, designing accountability mechanisms, and overseeing overall employment support. Payroll and Benefits are managed by the Payroll & Benefits Office and Manager.

The ideal candidate for this role should possess excellent communication and interpersonal skills, knowledge of labor regulations and human resources best practices. The exceptional DPC will have the ability to build a culture that is equitable and inclusive.

Responsibilities:

- Manage and lead review of staff concerns/grievances and protocols, staff guidance and staff performance reviews and process. Work closely with the Executive Director and Deputy Executive Director.
- Promote and lead staff Transformational Change practices and culture.
- Develop, implement and update human resources policies.
- Ensure compliance with laws and regulations.
- Assist with staff recruitment and lead/oversee on-boarding.
- Identify staff training and development needs. Track staff job descriptions, work plans, etc.
- Track employer/employment reviews.

Director of People and Culture Requirements:

- BA degree in human resources management and 5+years of experience or Masters degree.
- SHRM certification a plus
- Excellent communication and writing skills; superior interpersonal skills; strong people skills.
- Knowledgeable of labor laws and regulations.
- Experience leading review of staff conflicts and grievances and achieving resolutions. Ability to manage staff concerns and mitigate risk.
- Knowledgeable of Transformational Practices, Organizational Culture Development and Coaching strategies to support senior managers and teams to high performance
- Highly organized; good problem-solving skills; and detail-oriented.
- Working knowledge of human resources practices and systems.
- Must be able to work in-person.

Salary range: Starting at \$125,000-\$185,000. Candidates should email resume and a cover letter illustrating their success working in this field and salary requirement to pandcadmin@stnicksalliance.org St. Nicks Alliance is an EEO compliant employer. Visit us at stnicksalliance.org