



Director of People and Culture – Position Announcement April 2024

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 practices 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 separately by the Payroll & Benefits Office and Manager.

The ideal candidate for this role should possess strong leadership and interpersonal skills; demonstrated experience in resolving and addressing employee/team conflicts and implementing best practices; be knowledgeable of labor regulations and human resources systems; and 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. Work closely with the Executive Director and Deputy Executive Director.
- Promote and lead St. Nicks Alliance Transformational Change Staff practices and culture.
- Develop, implement and update human resources policies including manuals.
- Ensure compliance with laws and regulations.
- Assist with staff recruitment and lead/oversee on-boarding process.
- Identify staff training and development needs. Track staff job descriptions, work plans, etc.
- Track employer/employment reviews.

Director of People and Culture Requirements:

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

Salary range: Starting at \$125,000-\$185,000. Candidates should email resume and a cover letter illustrating their success working in this field and position requirements and salary request to **Isabel.McReynolds@LHH.com** St. Nicks Alliance is an EEO compliant employer. Visit us at stnicksalliance.org to learn more about our work in the community.