Job Description

Position Title: People and Culture Manager

Hiring Manager: Finance Director

Position Classification: Exempt

About the Disability Rights Fund and the Disability Rights Advocacy Fund

The Disability Rights Fund (DRF) is a multimillion-dollar grantmaking collaboration between a diversity of donors and the global disability rights community that resources organizations of persons with disabilities (OPDs) to advocate for equal rights and full participation in society. The Disability Rights Advocacy Fund (DRAF) is DRF’s sister organization, supporting advocacy for legislative change. DRF/DRAF currently work across Africa, Asia, the Pacific Islands, and the Caribbean. The Funds – which are based on a participatory grantmaking model – annually make 200-300 grants, mainly ranging from USD $10,000-$50,000 each, to OPDs to advance the UN Convention on the Rights of Persons with Disabilities (CRPD), including in implementation of the Sustainable Development Goals (SDGs) and Global Disability Summit commitments.

At DRF/DRAF, we believe our people are what make us great. Reflecting our values and participatory approach, we have persons with disabilities at all levels of our organization - staff, Board, Grantmaking Committee. We value teamwork and a supportive work environment. Our goal is to find individuals who are good at what they do and passionate about our mission.

Position Summary

The People and Culture Manager is a new and vital role that will shape, lead, and manage all aspects of Human Resources. This experienced manager will help DRF/DRAF realize the full potential of our growing staff. This position will interface with our professional employer organization (PEO) and global employer organization (GEO), steward recruiting and professional development, bolster diversity and inclusion (DEI) work internally, and oversee performance management.

From leading recruitment and new hire onboarding to overseeing professional development opportunities and approaches, the People and Culture Manager will impact every stage of a DRF/DRAF team member’s tenure.

Essential Duties and Responsibilities

*Oversee Human Resources Administration*

* Expand organizational recruitment process to ensure efficient and effective hiring practices.
* Oversee all organizational human resources functions, including recruitment, hiring processes, onboarding, compensation, employee relations, and professional development.
* Identify and recommend innovative methods to attract diverse talent and simplify and enhance recruitment and onboarding processes.
* Liaise with co-employer PEO and GEO organizations.
* Further develop and implement an annual performance review system.
* Conduct exit interviews and draw conclusions for leadership.
* Advise on talent pipelines and sustainability planning.
* Design and implement competitive compensation strategy.

*Nurture a Strong and Supportive Culture through Employee Relations and Engagement*

* Provide employee relations support to managers and staff.
* Work closely with senior management regarding employee safeguarding issues.
* Oversee performance and disciplinary issues and liaise with PEO and GEO as appropriate.
* Act as a cultural steward; work with team members at all levels to further develop overall capability to foster a healthy, cohesive, collaborative, fun, fair, accountable, and equitable workplace.
* Plan and organize team building events.
* Ensure compliance with organizational policies.
* Revise organizational COVID-19 safety procedures.

*Enhance Diversity, Equity, and Inclusion (DEI) Efforts*

* Enhance DEI efforts across the organization, including recruitment, learning and development, and performance and career advancement.
* Work closely with the Inclusion & Accessibility Development Manager to manage accessibility and reasonable accommodation needs for staff.
* Identify gaps and provide input into organization-wide policies, procedures, and practices to ensure all efforts continue to support a culture of DEI.
* Support and enable expanded DEI training, tools, resources, and guidance.
* Keep current on external DEI programs and developments.

*Build Structures that Enable Staff Learning and Professional Development*

* Develop plans and structures to support learning and professional development for all staff.
* Stay current on developments and innovations in training in the human rights, development, and philanthropy sectors so that the organization’s training activities remain relevant.
* Collaborate with the Director of Learning & Evaluation, Technical Assistance Director, Finance Director, and others to identify and assess training needs and learning opportunities.
* Work within the budget to meet training objectives; with the Finance team, estimate and track training costs.

Other duties may occasionally be assigned.

Experience, Knowledge, Skills, and Abilities

The ideal candidate will possess exceptional relational skills and a keen understanding of best practices in people and culture/HR management. They should have a proven ability to foster employee engagement and professional growth.

* Bachelor’s degree with significant leadership in Human Resources management, including employee onboarding, recruiting, conflict management, safeguarding, and employee relations.
* Knowledge of employment laws and ADA, including reasonable accommodations.
* Broad knowledge of diversity, equity and inclusion processes, procedures, best practices, resources, and networks.
* Commitment to the human rights of persons with disabilities and the organizational mission and demonstrated understanding of marginalized and intersectional identities.
* Work experience with social justice and human rights organizations, and a commitment to promoting social and economic justice and advancing the rights of persons with disabilities.
* Demonstrated knowledge of learning and professional development strategies.
* Demonstrated experience in working as part of a small, fast-paced team and ability to work successfully in a virtual environment.
* Proven ability to adapt to changing priorities, handle multiple projects, and meet deadlines; strong planning and project management skills.
* Outstanding communication skills.
* Proven talent in ensuring positive, proactive, responsive relationships within and across departments for compliance, efficiency, and effectiveness.
* Patience, flexibility, and a sense of humor.
* HR certification a plus.

Location

DRF operates primarily as an e-office with headquarters in Boston, MA USA. Preference for this position is the Boston area; otherwise, you must have the ability to work independently in a remote environment and travel to Boston at least twice per year. Additional international and domestic travel may also be needed. The structure of the employment agreement will be determined by the geographical location and work authorization of the successful applicant.

Salary and Benefits

This is a full-time (35 hours per week) position. The salary range for this position is $95,000 - $100,00 USD. DRF offers excellent benefits (health, vision, dental, life insurance, retirement plan contributions), and generous time off policies, as well as a commitment to professional development and growth. Salary and benefits may be adjusted based on requirements of the locality in which the selected candidate is located.

How to Apply

Please email a cover letter and resume to Alice Phinizy, Finance Director, at

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please, no phone calls) with the subject line “People and Culture Manager Application”. Due to the volume of applications we typically receive, we will only reply if we are pursuing your candidacy.

The Disability Rights Fund is an equal opportunity employer. We seek to build a diverse team. Applicants shall not be discriminated against on any basis. Individuals from historically marginalized identities including Black, Indigenous, people of color, and persons with disabilities are encouraged to apply.

Deadline

The application deadline is July 15, 2022. Applications will be reviewed on a rolling basis.