Job Description

**Position Title:** Talent and Culture Manager

**Reports To:** Deputy 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. We currently work across Africa, Asia, the Pacific Islands, and the Caribbean. The Disability Rights Advocacy Fund (DRAF) is DRF’s sister organization, supporting advocacy for legislative change. The Funds – which are based on a participatory grantmaking model – annually make 150-200 grants, mainly ranging from USD $5,000-$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 2018 (GDS18) commitments.

**POSITION SUMMARY**

At DRF/DRAF, we believe our people are what make us great. Reflecting our 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.

The Talent and Culture Manager is a new and vital role that will shape, lead, and manage all aspects of Human Resources. Working closely with the Deputy Director, this experienced manager will ensure DRF/DRAF realize the full potential of our growing staff. This position will interface with our professional employer organizations (PEOs), steward recruiting and professional development, bolster diversity and inclusion (DEI) work internally, guide and oversee performance management, participate in safeguarding efforts of the organization and its grantees, and join the operational and risk branches of our Management Team.

The Talent and Culture Manager is responsible for developing and executing initiatives that will support and build the capacity of our diverse and dedicated team, based around the world and largely working remotely, to succeed and contribute to the organization's mission. The Talent and Culture Manager will report to the Deputy Director. This position requires experience in disability-inclusive personnel support, knowledge of ADA legal requirements and best practice, safeguarding, and excellent relationship management.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

From leading new hire onboarding to developing the organization’s approach to Learning and Development, the Talent and Culture Manager will impact every stage of the DRF/DRAF team member lifecycle.

**Team Member Recruitment and Onboarding**

* Oversee recruitment process, candidate sourcing, scheduling, and experience. Conduct background checks.
* Identify and recommend innovative methods to attract diverse talent and simplify and enhance recruitment and onboarding processes.
* Oversee PEO relationships (one domestic, one international); support Finance Director on cost-benefit analyses.
* Guide supervisors during hiring and annual performance reviews.
* Conduct exit interviews and draw conclusions for leadership.
* Advise on talent pipelines and sustainability planning.

**Employee Relations and Engagement**

* Support managers in connecting organizational goals with individual workplans to encourage greater staff ownership over our achievements.
* Coach managers in how they supervise, review performance, encourage collaboration, manage internal conflicts, and how they can positively impact the culture, taking into account the international nature of DRF.
* Hold others accountable regarding employee interactions and cultural standards.
* Work with the Deputy Director to monitor and track team member engagement while identifying and implementing ways to improve personnel experience.
* 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, and equitable workplace.
* Plan and organize team building events with support from the Operations and Logistics Coordinator.
* Work closely with the Deputy Director and third party consultants on HR and safeguarding policies and procedures and issues related to employee relations.

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

* Enhance DEI efforts across the board, including recruitment, learning and development, and performance and career advancement.
* 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.

**Learning and Development**

* Work closely with team members to encourage personal and professional growth.
* Develop a Learning and Development manual to guide team members.
* Stay current on developments and innovations in training in the human rights, development, and philanthropy sectors so the organization’s training activities remain relevant.
* Collaborate with the Evaluation & Learning Manager, 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 Finance team, track and budget training costs for the organization.

**Safeguarding**

* As needed, receive complaints and allegations from whistleblowers and reporting parties, including staff or grantees.
* As a member of the Risk Management Team, participate in discussions around safeguarding situations and mitigation.

**Operations**

* As a member of the Operations Management Team, join in operational planning for the organizations.
* Provide logistical support to developing and maintaining a safety incentive program in a post-COVID work environment.

**Such other duties as may be assigned from time to time.**

**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 build employee engagement and growth. The candidate will be a professional of the highest integrity and will seek to bring out the best in other members of the team.

* Bachelor’s degree with 5-10 years of progressive Human Resources management experience including employee onboarding, recruiting, conflict management, and employee relations.
* Knowledge of employment laws and ADA, including reasonable accommodations.
* Safeguarding expertise.
* Broad knowledge of diversity 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.
* Demonstrated knowledge of learning and development strategies.
* Proven ability to adapt to changing priorities, handle multiple projects, and meet deadlines; strong planning and project management skills.
* Outstanding communication skills and a professional demeanor.
* Experience working with remote teams.
* HR certification a plus.

**LOCATION**

* Preference for Boston base. If not, the candidate must have the ability to work independently from a home location and travel will be required to DRF’s Boston office on a regular basis. Other international and domestic travel may be needed, as safe and possible.
* Individual must reside in and have work permission in the U.S.

**Salary and Benefits**

This is a full-time position; salary will be commensurate with experience. DRF offers an excellent benefits package including employer paid medical, dental, and vision insurance for employees.

# HOW TO APPLY

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, and people of color and persons with disabilities are encouraged to apply. Please contact [drfinclusion@disabilityrightsfund.org](mailto:drfinclusion@disabilityrightsfund.org) for reasonable accommodations requests.

**Please email a cover letter and resume to:**

Roger Falcón, Deputy Director

[jobs@disabilityrightsfund.org](mailto:jobs@disabilityrightsfund.org) (please, no phone calls)

**DEADLINE**

Applications reviewed on a rolling basis.