Title: DIRECTOR OF PEOPLE, CULTURE, AND OPERATIONS

Salary: $152,512 per year

Location: This position is remote, candidates must live and be authorized to work in the U.S.

Job Classification: Full time, Permanent, Exempt

Reports To: Executive Director

Supervision Responsibilities: This position supervises 3 full time staff, vendors and consultants

Travel Requirements: This position requires approximately 15% domestic and international travel

About the Organization

Urgent Action Fund for Feminist Activism provides fast, flexible funding to women, trans and non-binary activists who take and face enormous risks to challenge oppressive systems and build a more just and equitable world. Our holistic resources enable frontline feminist movements to respond to real-time threats and opportunities, protect and care for themselves and one another, and sustain and propel solutions to the most critical crises and injustices of our time.

Founded in 1997, Urgent Action Fund for Feminist Activism is one of four independent Urgent Action Sister Funds who share and build power collectively on behalf of frontline feminists around the world. Based in the United States, Urgent Action Fund for Feminist Activism supports individuals, organizations and movements in the Middle East, Europe, the Balkans, the Caucasus, Turkey, Central Asia, Russia, Canada and the U.S. Together with our sister funds – who resource women, trans and non-binary activists in Africa, Asia and the Pacific, and Latin America and the Caribbean – we seek to provide an interconnected tapestry of flexible support to feminist movements globally.

The Position

Urgent Action Fund is seeking an experienced, resourceful, strategic, and visionary Director of People, Culture, and Operations (DPCO) who is a proven leader with praxis rooted in equity, justice, and feminist principles. The successful candidate will be the organizational leader in culture, people operations, administration, and IT. They will be passionate about ongoing learning and development, excited about culture work and best practices for fully remote, multicultural teams in the social justice space, and thrive in a highly collaborative environment characterized by high levels of change and accountability.

The Director of People, Culture, and Operations (DPCO) is a new position that will oversee the coalescence of a new People, Culture, and Operations Department as it separates from the Finance Team. The DPCO will lead their team to perform all aspects of Human Resources
Management, Operations, and systems development, playing a pivotal role in enabling the growth and effectiveness of the organization. Reporting to the Executive Director, the DPCO will oversee the development and execution of HR policies, staffing, talent development, and workplace culture. Additionally, the DPCO will drive operational efficiency by enhancing processes, systems, and resources, by creating internal SOP’s, documentation, and trainings. The Director of People, Culture, and Operations will hire and supervise a team of HR, Operations, and support professionals.

As a member of the Management Team, the DPCO will play a critical role in partnering with executive leadership in strategic decision making and Operations, as Urgent Action Fund continues to enhance its programming and build internal capacity. This is a tremendous opportunity for a Human Resources and Operations leader to maximize and strengthen the internal capacity of a well-respected, high-impact organization.

CORE RESPONSIBILITIES

**Human Resources Management (Approximately 40% of the role)**

- Develop and manage HR & Operations strategy and goals, with feedback from the Management Team.
- Drive HR & Operations team growth and functioning – develop team structure and staff new positions, articulate lines of collaboration among team members, oversee development of annual workplan, and manage ongoing work of the team.
- Use data to effectively evaluate the organization’s progress and iterate your approach and priorities.
- Lead, develop, and implement plans for HR matters, including compensation, benefits, employee satisfaction and retention, health and safety, and more.
  - Be the champion and tone setter for organizational culture by leading and implementing the usage of new tools, organizational structures, and strategies for performance evaluation, recruitment, staffing, training, learning and development, and more.
- Oversee and liaise with UAF’s legal counsel on all matters related to internal, state, and federal policies, compliance, legal standards, and best practices.
- Establish and implement practices to support UAF’s movement towards a culture of continuous feedback.
- Manage internal grievances, interpersonal conflicts, and disciplinary action when required; anticipate and resolve litigation risks with the support of the Management Team.
● Lead the development and implementation of all HR policies, including salary structures and benefits.
  ● Oversee the running of weekly payroll for all employees.
● Oversee the processing of all Leaves of Absence and ensure compliance with all relevant federal, state, and local laws and policies.
● Oversee Learning and Talent Development to ensure UAF staff are getting sufficient professional development support, implementing regular talent development processes.

  (or finding external support to do so); proactively identify areas of need for additional staff development, learning, and support.
● Provide mentorship and guidance to team members, fostering their growth and career advancement.
● Oversee the refinement of UAF’s performance management system, including the use of new job descriptions and workplans and training of staff and managers. Manage HR consultants.
● Cultivate a collaborative and positive work environment that promotes learning and innovation.

Organizational Culture, Strategy & Leadership (Approximately 35% of the role) ● As part of the Management Team, collaborate to set organizational goals, work plans, meetings, retreats, strategy, and calendaring for your department and the organization. ● Collaborate with UAF’s Director of Finance to plan and implement the separation of UAF’s Finance team with the HR and Operations team into 2 different departments. ● Drive organizational culture – Be the primary champion for organizational values and infuse them into every aspect of UAF’s HR and Operations infrastructure. ● Assess state of working relationships and environment, design initiatives that address challenges and build on strengths, and oversee organizational development working group to implement culture-building activities, including trainings, staff retreats, and UAF Sister Fund retreats and meetings. Manage internal organizational development committees.
● Provide thought partnership on the HR and Operations aspects of UAF’s Strategic Visioning process.
● Collaborate with the Director of Finance to provide operational insights for budgeting and strategic decision-making.
● Share and collaborate with UAF’s Sister Funds on best practices for HR & operational leadership.
● Offer recommendations based on HR and operational analysis to drive UAF’s future direction.

**Operational Efficiency and Systems Development (Approximately 25% of the role)** ● Lead and drive the development and implementation of efficient operational processes and systems to support the organization's growth.
● Oversee IT consultants and digital and physical asset management, ensuring security, tracking, and efficient data management.
● Collaborate with cross-functional teams to integrate systems and improve organizational efficiency.
● Oversee planning and execution of UAF Staff retreats, including managing consultants and onsite logistics.

**2024 PRIORITIES**

**Human Resources and Culture**

● Partner with UAF’s HR Staff and Consultants to review and assess UAF’s current HR functioning, developing a roadmap for UAF’s HR work.
  ● Regularly refresh and update UAF’s HR policies and procedures.
  ● Review and enhance employee benefits and well-being programs.
● Develop strategies and plans for implementing practices that reflect UAF’s values of equity, justice, and feminist principles within the organization.

**Operational Excellence**

● Review and streamline operational processes and systems for enhanced efficiency.
  ● Lead on best practices to maintain a safe and well-organized digital asset management system.

**Team Building and Talent Development**

● Lead the creation of a newly formed People, Culture and Operations department as it splits from UAF’s Finance Team.
  ● Lead and project manage up to 5 hires through 2025
  ● Identify and ensure staff pursue professional development opportunities.
  ● Improve team structure, post, and hire positions within HR and Operations teams.
QUALIFICATIONS/REQUIREMENTS

Areas of Expertise
● A critical understanding of and familiarity with feminisms, social justice, disability justice, and human rights issues facing women, trans, gender non-binary, and intersex people, including operationalizing these principles into practice.
● 7 to 10 years of overall professional experience with 5 years of broad Human Resources and Operations leadership experience as a people manager.
● Bachelor’s degree with professional HR or other relevant certification, work, education, or lived experience.
● Deep knowledge of HR, People Ops, and Organizational Development (OD) best practices rooted in equity, justice, and liberation with a demonstrated commitment to continuous learning and development.
● Outstanding communication, interpersonal skills, and relationship-building skills with an ability to prioritize, negotiate, and work with a variety of internal and external stakeholders and produce compelling written and digital materials.
● Proficiency in HR and operational software; experience with HRIS and project management tools preferred, such as Asana, Box, and GSuite.

Skills
● A skilled people manager and leader who models integrity, accountability, trustworthiness, and empathy with deep self-awareness, emotional intelligence, and dedication to the mission of Urgent Action Fund.

● Experience working in global/international contexts, including experience working with staff and consultants across cultures and time zones in a remote work environment.
● A clear and compelling verbal and written communicator who is able to convey complex information to multiple audiences.
● Experience building continuous feedback and performance structures, leading salary assessments, conducting HR investigations, and managing compliance with local/state/federal HR laws and policies.
● A skilled conflict manager with demonstrated experience helping organizations/leadership/individuals navigate periods of transition and change and manage conflict.
● Exceptional project management skills and the ability to handle complex, multifaceted projects resulting in measurable outcomes and programmatic growth, such as the launching of HRIS or enterprise tech tools.

● Technology savvy with experience selecting and overseeing software installation, managing relationships with software vendors, experience navigating different reporting tools, and data analysis.

● Experience developing and/or leading trainings that maximize individual and organizational goals.

● A successful track record in setting priorities; keen analytic, organization, and problem solving skills that support and enable sound decision-making.

● A multitasker with the ability to wear many hats in a fast-paced environment who is being agile, iterative, and flexible.

● Someone with a strategist’s mind who excels at visioning, goal setting, and implementing big ideas into action.

● People management skills, including the ability to train, supervise and mentor staff; ability to efficiently plan and effectively leverage a team of staff and consultants to drive the work.

● Someone who can grasp the subtleties and nuances of complex issues and identify patterns in challenges. Comes up with insightful, pragmatic, equitable, and sustainable ways to tackle common challenges and produce positive change.

● Has a successful track record of taking a concept from idea to implementation.

**Organization-Wide Requirements**

● Takes initiative and works to continuously improve systems and processes; suggests innovations to use resources strategically and to maximize positive impact.

● A problem solver who has the ability to handle emotional complexity while also navigating uncertainty and changing conditions in a quickly growing organization.

● Able to manage conflict constructively, including the ability to self-reflect and to give and receive feedback up, down, and sideways in a remote working environment.

● Must be able to work both independently and as a collaborative member of various teams.

● Seeks to uplift all voices and perspectives in our work and communities.

● Works with integrity, accountability, clear communication, and follow-through.

Flexible, adaptive, and able to respond to challenges and changes; values iteration and productively integrates new information.
Work Expectations

- Ability to travel domestically and internationally as required up to 15% of the time

COMPENSATION AND BENEFITS

This position is full-time (36 hours per week in a 4-day workweek) and is exempt. This position is remote within the United States, with a preference for candidates who can work during ET hours. Candidates must be authorized to work in the United States.

UAF is committed to paying competitive wages and upholding sustainable equity practices. Due to the ways in which salary negotiations perpetuate existing structural inequities, UAF as a practice does not participate in a salary negotiation process for any candidate. We will make our best offer, and it will be the same regardless of the candidate. The annual starting salary for the role is $152,512 and includes a strong benefits package (health, dental, retirement, flex spending for medical and transit, HRA, holistic wellness benefits, communication reimbursement, and a competitive PTO package).

TO APPLY

Please submit your application [here via the Workable Platform](#). Applications will be accepted through 10/12/23, we will be holding interviews in November and December, and our target candidate start date is January 2024.

DO YOU THINK THIS MIGHT BE YOU?

*If you see yourself in this job description but don’t feel like you meet every single criteria, we encourage you to apply anyway! Research shows that individuals from historically marginalized groups, particularly women, trans, non-binary folks, and BIPOC, tend to self-select out of opportunities at higher rates. We take a holistic approach to all of our hiring practices and want to hire those who best align with our mission and goals.*