

## Director of People and Culture



Isles is seeking an experienced professional to lead its Office of People and Culture, which includes coordinating all aspects of the traditional Human Resources management position while also creating and implementing opportunities for staff development and growth, and institutionalizing and executing the organization's commitment to diversity, equity, inclusion, belonging and accessibility. The Director's responsibilities will include ensuring equity-centered recruiting, hiring, onboarding, training, performance improvement, benefits management, compensation, employee relations, and policy development and deployment. Isles is particularly interested in candidates with experience developing an environment in which staff contribute to the creation and maintenance of a positive working environment; positive relationships are built among colleagues and managers; and employees are connected to the organization's broader work. The Director of People and Culture will work closely with the Leadership team to set the tone for the organization and to identify and implement policies, systems, and projects that enable staff to be successful and fulfilled in their roles.

The successful candidate will have the opportunity to join a highly accomplished team at one of the most innovative and successful nonprofit organizations in the region.

### **ABOUT ISLES:**

Founded in 1981, Isles is a nationally recognized nonprofit organization that fosters self-reliant families through healthy, sustainable, and community-focused development. Each year, Isles reaches thousands of central New Jersey residents with opportunities for at-risk youth job training, affordable housing development, financial literacy training, homeownership counseling, community gardening, environmental health and education, community organizing, and regional planning.

Isles staff work in multiple locations across Trenton, NJ as well as remotely in multiple states, and perform a wide variety of roles requiring a wide range of skills and experience. The organization is managed by a leadership team that includes the CEO and several Managing Directors.

### **ESSENTIAL FUNCTIONS:**

- Partner with leadership to ensure strategic department goals are aligned with organization initiatives
- Manage and improve all HR systems and processes
- Design and implement employee development and retention strategies
- Develop training materials and performance management programs to maximize employee contribution
- Create and maintain compensation and benefits strategies for all employees based on market research and surveys
- Analyze trends in compensation and benefits and make recommendations for changes
- Develop employee communication processes to keep remote and onsite staff engaged and energized
- Effectively support others responsible for designing, drafting, and implementing the complex and detailed staffing requirements of various funding agencies
- Oversee timekeeping and payroll systems and processes to ensure that staff are paid appropriately and timely
- Manage the staffing process, including recruiting, interviewing, hiring and onboarding
- Ensure the organization's compliance with all local, state and federal regulations
- Investigate employee issues and conflicts and bring them to resolution
- Manage the termination process to minimize risk
- Design effective performance management tools and train staff on their use
- Ensure all company policies are appropriate, applied consistently, and support an inclusive work environment for staff with differing backgrounds, experiences, roles, and work requirements
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations
- Provide direct supervision, support and guidance to HR staff

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### WHO WILL BE SUCCESSFUL:

Successful candidates want to work in a fast-paced, community-focused setting. They bring a commitment to supporting and empowering staff with initiatives and processes that encourage staff morale and success, while meeting all HR compliance requirements. They have experience successfully implementing employee recognition, retention, and satisfaction strategies. They are highly organized, effective communicators who can interact with ease with individuals from differing experiences and backgrounds. Successful candidates will be effective working with the CEO and senior managers to design and implement new and effective policies and practices. They have a reputation for being approachable, knowledgeable and responsive to all employees in the organization.

### QUALIFICATIONS:

- Degree from a four-year college or university; HRCI certification preferred
- At least 5 years of experience in organization development and human resources
- Excellent organizational skills and attention to detail
- Strong written and oral communication skills
- Ability to facilitate large group meetings as well as one-on-one interventions
- Comfort learning and using multiple HRIS platforms and handling a large volume of email messages
- Ability to work independently and collegially in a fast-paced environment
- Work experience in the non-profit sector
- Experience and cultural competency working with individuals from varied experiences and backgrounds
- Proficiency in Microsoft Office applications (Word, Excel, PowerPoint, Outlook)
- Proficiency in utilizing virtual meeting platforms (Zoom, WebEx, Teams, etc.)

### WHAT IT'S LIKE TO WORK FOR ISLES:

Throughout its 43-year history, Isles has proactively and innovatively anticipated and responded to changing needs and priorities of the Trenton community and beyond. Isles works to impact underlying causes of social inequities in meaningful and effective ways, while ensuring a healthy work-life balance for staff members. The Isles culture is built around collaboration and mutual support, internally and externally, and a socially conscious commitment to advancing social justice and equity. Our team consists of more than 100 employees, plus a corps of volunteers and an engaged Board of Directors.

**COMPENSATION:** \$75K to \$90K, depending upon experience, with comprehensive Medical, Dental, Vision, FSA benefits, 401K with company match and a generous PTO policy

*Interested candidates should submit cover letter and resume to [hr@isles.org](mailto:hr@isles.org). Your application materials should demonstrate why you're a good fit for this position and what specific skills, experience, talents, and interest you'll bring to the table.*