



## **CIVIL LIBERTIES DEFENSE CENTER**

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### **DIRECTOR OF PEOPLE & CULTURE**

This Director will be a champion of CLDC's core values and strategic commitment to attract, retain, advance, and support a broadly diverse workforce of the highest level of excellence that thrives in an inclusive, equitable, and just workplace culture. The Director of People & Culture will serve as part of the leadership team implementing a new co-leadership model and as the key point of contact for newly hired staff as part of the organizational restructure and for navigating HR and JEDI (DEI) issues.

#### **RESPONSIBILITIES:**

##### **HR Operations and Compliance**

- Establish and maintain a collaborative, service-oriented team to deliver efficient, professional, timely, and compassionate human resource support.
- Ensure and maintain legal compliance in all staff matters, including all states where CLDC staff are located.
  - Maintain knowledge of HR industry trends and policy updates relevant to the nonprofit sector
  - In collaboration with the Senior Civil Attorney Director/General Counsel, ensure compliance with state and federal employment laws and regulations, appropriate record keeping, and benefits administration.
  - Facilitate conflict resolution relating to investigations and grievances to ensure consistent standards and timely resolution.
  - Review, update, and communicate changes in the organization's personnel policies and procedures to ensure proper compliance.
- Review and ensure the HR systems meet the organization's personnel needs; research and implement new systems as needed.
- Supervise staff working on issues related to People & Culture
- Oversee People & Culture/HR budget
- In collaboration with the Senior Civil Attorney Director/General Counsel, oversee and manage the HR budget, finance, and accounting duties that are not outsourced; coordinate with outsource providers
- Undertake special projects, such as periodic salary surveys and benchmarking
- In collaboration with the Senior Civil Attorney Director/General Counsel, serve as in-house labor relations manager in matters pertaining to any union matters
  - Coach and advise senior leadership
  - Serve as part of management-side team in collective bargaining negotiations and associated project management

- Work with union to fulfill information requests in a timely manner

### **Staff Experience**

- Guide and coordinate proactive staff relations and problem-solving with a strong DEI lens
  - Develop and deliver trainings to support inclusive and equitable management practices and professional development of staff and managers.
  - Promote a culture of open and constructive feedback, staff consultation, learning, accountability, and equity.
- Oversee fair and consistent hiring, retention, and promotion practices
  - Coach staff and supervisors on ensuring integrity and consistency in hiring, retention, promotion, termination, and other managerial practices
  - Conduct phone screens of applicants, hiring kickoff meetings, and coordinate between candidates and Leadership Team, and other members of hiring teams; advise on interview questions and scoring; serve on hiring teams as needed
  - Conduct benchmarking to set salary ranges within CLDC compensation structure, and ensure equitable compensation for open positions; prepare new hire offers and coach hiring managers on delivering offers
  - Work with Leadership Team to develop job descriptions
  - Ensure quality and consistency in new hire onboarding and offboarding procedures and in the implementation of all personnel policies, and oversee onboarding and offboarding
  - Review and update staff performance review systems to ensure staff development and engagement across teams and the organization.
  - Bottom line for all grievance processes except any grievances regarding this Director

### **Compensation and Benefits**

- Undertake periodic compensation benchmarking to ensure salaries remain competitive
- Proactively engage in benefits procedures, such as insurance open enrollment process, and advocate for the best cost/value to meet CLDC's and staff needs
- Consult with peers and networks regularly to learn about new or different offerings around compensation and benefits
- Suggest and implement updates and additions where appropriate
- Conduct annual open enrollment education sessions and consultations to help staff understand and utilize CLDC benefits

### **Organizational Administration**

- Work with CLDC staff and Board of Directors on periodic strategic planning
- Oversee facilities management (in house & remote)
- Work with IT staff/contractors to ensure all systems run smoothly
- Oversee/handle payroll, taxes, and related payments
- Oversee worker's comp and unemployment insurance (or nonprofit opt-out) reporting, renewals, and payments

- Produce/facilitate year end W-2's, 1099's and other annual statements and tax filings
- In collaboration with Senior Civil Attorney Director/General Counsel, ensure contracts are adequate & timely
- Maintain and strengthen relationships within the environmental and social justice nonprofit communities to support and further CLDC's mission and organizational objectives

This Director's primary duties consist of the people and systems management of CLDC. This Director shall collaborate with the Leadership Team to hire, discipline, and terminate all employees who report to them. This Director will have authority to assign work to all staff who report to them, and to provide feedback and incentives to those people. In carrying out these tasks, this Director will exercise independent judgment, in the best interests of CLDC. This Director's recommendations to the Leadership Team regarding hiring and firing will be given particular weight; and will customarily and regularly exercise authority to make decisions of significance. That said, under CLDC's new co-leadership model, all Directors will share the goal of collaborative, consensus-based decision-making.

This Director will share a confidential relationship with the Executive Director and leadership team, in helping formulate, determine, and effectuate management policies in the field of labor relations.

This salaried job involves non-manual office work directly related to management policies and the general business operations of CLDC, directly related to the running of CLDC. This Director will customarily and regularly exercise authority to make decisions of significance.

#### **Desired Experience and Qualifications:**

While we will prioritize candidates with a passion for CLDC's mission and the ability to work well with a Leadership Team, experience and skills necessary to thrive in this position include:

- At least five years of nonprofit management and/or overall professional experience in Human Resources, Organizational Development, or Leadership Development.
- Project management experience with the ability to juggle multiple priorities simultaneously.
- The ability to practice discretion and maintain confidentiality.
- The ability to use logic, reasoning, and empathy to identify alternative solutions, conclusions or approaches to problems.
- Leadership and supervisory skills and experience
- Experience providing equity-centered conflict transformation support, interventions, and training in the workplace.
- Demonstrated track record of understanding and navigating employee relations issues, particularly for new and growing teams. The ability to identify and address root causes and to work within and improve new systems and processes.

- Commitment to, and an understanding of, concepts of justice, equity, diversity and inclusion in the workplace and a demonstrated ability to effectively work and collaborate across differences and identify and intervene in problematic dynamics across identity.
- Experience with change management, culture work, employee engagement and team effectiveness.
- Knowledge of current state and Federal employment laws, and record-keeping requirements.
- Experience supporting/ working in a union environment.
- Commitment, interest and/or background in movement law, environmental, climate, and social justice issues
- Commitment/Willingness to learn and engage in movement security culture and digital security practices

#### **Pay and Benefits:**

- This position is full-time, 40 hours per week, exempt
- Starting Salary \$75,000-85,000 commensurate with experience
- At least a two-year commitment expected
- Ideal candidate is based in Oregon (remote/hybrid available; potential consideration for remote candidate—Oregon strongly preferred
- Benefits includes generous paid time off and holidays, summer ½ day Fridays, excellent comprehensive health, dental, vision insurance, 1 month sabbatical after 5-years, individual professional development budget, tech/security budget

Our core values lead us to seek a broad range of perspectives and backgrounds to achieve our mission and to maintain an inclusive environment where all staff are valued and respected. As an equal opportunity affirmative action employer, we are committed to practices that ensure that employees and applicants for employment are provided with equal opportunities without regard to race, color, national origin, ancestry, sex, age, religion, physical or mental disability, medical condition, veteran status, marital status, pregnancy, sexual orientation, gender identity, gender expression, genetic information, or any other factor not related to the position. We seek to redress past discrimination through active measures to ensure equal opportunity in employment. We will consider qualified applicants with arrest and conviction records for employment.

#### **How to Apply:**

Interested candidates should submit:

- Resumé
- Cover letter stating your interest and experience
- Three professional references and if possible, one environmental/social justice activist reference

**Please send all materials in a single PDF to [LREGAN\[at\]cldc.org](mailto:LREGAN[at]cldc.org)– Subject: “[Your last name]—Leadership Team-P&C”**

Please, no phone calls, hard copies, or drop-ins. For technical difficulties or questions, contact [office\[at\]cldc.org](mailto:office[at]cldc.org).