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**GENERATION CITIZEN**  
**Director, Talent & Culture**

Location: Remote, with preference to be located in New York City or Boston

**ABOUT THE ROLE:**

The new Director, Talent & Culture will join Generation Citizen at a critical juncture for the organization and our democracy as we implement a new equity-centered strategic plan to significantly strengthen civics policy and programming across the country. They will work closely with leadership, including new CEO, Elizabeth Clay Roy, to assess and strengthen the organization's talent strategy, systems, and culture in alignment with this plan, and ensure our commitments to equity internally match our external progress.

The Director, Talent & Culture will report directly to the COO, and work closely with the Associate Director, Operations who manages a portfolio including employee total rewards, HR policies, and compliance processes. They will also work closely with the Leadership Team on organizational talent strategy and culture, and serve as a business partner to team leads in staff recruitment, development, and effectiveness. The ideal candidate will be an experienced professional with broad knowledge and commitment to effective talent development and diversity, equity, and inclusion work. This is a new role providing an exciting opportunity to take the talent investment and resources for a pro-democracy social enterprise to the next level during a moment of challenge and opportunity for our nation.

**RESPONSIBILITIES:**

***Talent Development & Strategy***

- Work with Leadership and Operations Teams to strengthen overall talent strategy and organizational design as well as manage annual headcount planning
- Develop and iterate an integrated set of resources for staff development and impact, including a competency model, career development pathways, and professional development resources
- Improve and manage performance evaluation systems to align with organizational and individual goals, and connect with career development resources and competency model
- Provide individual coaching and resources to managers in order to support effective staff management and development, with a particular focus on senior managers and leadership
- Collaborate as business partner with senior managers to increase employee engagement and increase productivity and retention to maximize organizational effectiveness

***Staff Culture & DEI***

- Lead efforts to build and sustain a culture that supports high staff engagement in a remote environment, with a focus on inclusion, transparent communication, and open feedback
- Lead key DEI initiatives across organization, with an initial focus on trust-building and dispersing decision-making throughout levels and roles
- Partner closely with leadership to center DEI priorities in annual and strategic planning, including the budgeting process, and ensure that the organization tracks and reports its progress on these critical initiatives to staff and Board



- Partner with Associate Director, Operations to ensure fair and equitable application of total employee rewards, HR, and compliance processes.

### **Staff Recruitment & Onboarding**

- Build out recruitment networks, partnerships, employer branding materials and other strategies to ensure diverse and talented pools of candidates for current and future searches
- Ensure efficient and equitable recruitment and selection processes, in partnership with the Associate Director, Operations; manage searches and oversee vendors, as needed
- Oversee and manage central resources for the onboarding process to orient staff to GC's culture, program, strategy, and policies;

### **QUALIFICATIONS:**

- 5+ years of progressive experience in human resources with knowledge of, and experience in, talent recruitment, performance management, training and development, and DEI.
- Prior experience supervising staff and knowledge of management strategies
- Experience facilitating DEI initiatives and work, preferred
- Vaccinated against COVID-19 or willingness to become fully-vaccinated within 2 months of the first date of employment. Accommodations will be considered, in line with Generation Citizen's internal policies.

### **PERSONAL CHARACTERISTICS & NECESSARY COMPETENCIES:**

- A deep commitment to and passion for Generation Citizen's mission
- Excellent communication, collaboration, and listening skills
- An ability to give and receive direct and supportive feedback, with empathy and a focus on growth
- A strong relationship-builder with a customer service orientation and ability to work effectively with stakeholders across diverse ethnic, economic, and cultural backgrounds
- Experience coaching or managing managers, with a focus on employee development and performance
- Experience with leading effective change processes from visioning to building buy-in to implementation
- Experience building a strong team culture based in respect, equity, collaboration, and effectiveness
- Highly collaborative with a strong ability to project manage and get things done (individually and through others) in a fast-paced, dynamic environment
- Demonstrated commitment to anti-racism and diversity, equity and inclusion, with a proven track record of incorporating these lenses into project design and management to advance equity goals

### **HOW TO APPLY:**

Complete [the application](#) and be sure to attach a resume and cover letter. An HR representative will reach out to qualified candidates to schedule a phone screen. **We appreciate it if you could refrain from reaching out to GC team members directly to inquire about the position or status of your application.**