



**Job Title:** Director, People and Culture

**FLSA Status:** Full-time, Exempt

**Reports to:** Executive Director

**Work Location:** On-site at various locations throughout DC

**Supervisory Responsibilities:** No

### **COMPANY DESCRIPTION**

[Dreaming Out Loud's](#) mission is to create economic opportunities for the DC metro region's marginalized community members through building a healthy, equitable food system. Dreaming Out Loud is rebuilding urban, community-based food systems through social enterprise, helping increase access to healthy food and do our best to direct resources towards producers, food makers and workers from our community and to model what an anti-racist food system looks like. To that end, we engage in wholesale distribution of produce and locally made products from our in-house growing and culinary team as well as from our family of vendors.

### **POSITION SUMMARY**

Within the past year, the Dreaming Out Loud team has doubled in size from 7 to 14+ team members, and 5-7 additional part-time staff will be onboarded in the coming months. Due to our growth, we are looking for a Director, People and Culture to lead the continued development of our workplace culture, environment and people processes. The ideal candidate will have experience as an HR Generalist so they may support our staff in all areas of the employee lifecycle including, but not limited to: Talent Acquisition, Onboarding, Benefits Administration, Performance Reviews, Training & Professional Development, Teambuilding, Workplace Safety, Employee Relations & Engagement, Policies & Procedures, Compliance, and more. The People & Culture Manager will work with staff across the organization, at all levels, and collaborate closely with an external HR Consulting Firm.

### **KEY RESPONSIBILITIES**

- Collaborate with Executive Director and other organizational leaders to develop People & Culture strategy; identify key priorities and develop work plans for short- and long-term
- Develop organization's Annual HR Calendar that includes key recurring HR events such as benefits open enrollment
- Lead annual compliance trainings for all staff (e.g., sexual harassment, OSHA, etc.)
- Lead talent acquisition, onboarding and other key organizational HR processes
- Support bi-weekly payroll and benefits processing
- Develop grievance and escalation processes; respond quickly to HR emergencies and support crisis response
- Build new People & Culture processes and procedures for the organization (e.g., performance review cycle, etc.)
- Develop comprehensive Employee Engagement & Appreciation program/model that aims to increase employee retention and engagement
- Oversee responsibilities and work plans of external HR and Finance/Accounting consultants

- Create and provide training to staff on new HR policies, processes and procedures.
- Enhance current electronic personnel filing system to optimize organization, access and ensure confidentiality
- Continually refresh knowledge of local and federal HR laws that the organization needs to adhere to; maintain commitment to professional development
- Develop and manage relationships with HR professionals in DC's food community to share knowledge of best HR and equity practices

### **ESSENTIAL REQUIREMENTS**

- At least 5 years of relevant HR leadership experience in a similar organization (non-profit or food-related organization)
- SHRM-CP or related certification is a plus, but not required
- Commitment to the advancement of marginalized communities in the District
- Experience developing and implementing new HR systems and processes based on staff feedback and organization's unique needs
- Experience leading organizational change and gaining buy-in from staff
- Loves working with people across an organization at all levels to create a cohesive, welcoming, inclusive workplace
- Proficiency in Google Suite and Microsoft Office Suite (Word, Excel, Powerpoint)
- Strong written and verbal communication skills including editing and proofreading
- Excellent organizational, planning, and time management skills to enable balancing multiple priorities while meeting deadlines
- Ability to juggle multiple responsibilities and maintain a demeanor of a team player in a very fluid environment
- Strong interpersonal skills and ability to cultivate and maintain relationships with all stakeholders

**COMPENSATION:** The annual salary range is \$70,200 - \$75,000 based on experience and qualifications. Benefits included (health insurance, monthly cell phone allowance, monthly travel/commuting allowance).

### **WANT TO APPLY?**

Send your resume and cover letter with the subject line: "Director, People & Culture" to [opportunity@dreamingoutloud.org](mailto:opportunity@dreamingoutloud.org). The position will be posted until filled. You may also mail your response to Christopher Bradshaw, Executive Director, at:

Dreaming Out Loud, Inc.  
80 M Street, SE  
% WeWork  
Washington, DC 20003

Applicants will be interviewed on a rolling basis, and we will contact you if we're interested in scheduling an interview. Please send an email to the above address if you have accommodation requests or questions.

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