



NARAL Pro-Choice America Seeks

DIRECTOR OF TALENT

For more than 50 years, NARAL Pro-Choice America and its chapters have fought to protect and expand reproductive freedom—including access to abortion and contraception—for every body. We are powered by our more than 4 million members from every state and congressional district in the country, representing the 8 in 10 Americans who believe every person should have the freedom to make the best decision for themselves about if, when, and how to raise a family. NARAL Pro-Choice America centers diversity, equity, inclusion, and justice in our organization and our work. Continuously learning from our history, we hold ourselves accountable to achieve reproductive freedom with equitable access for every body. As the oldest and largest national membership organization primarily focused on advocating for abortion access, we organize and mobilize, galvanizing millions of people to take action to defend reproductive freedom, and shining a spotlight of accountability on bad actors who work to impose their ideological agenda on others. We also work to elect champions for reproductive freedom and advance state and federal legislation to safeguard it. For more information on NARAL Pro-Choice America, please visit our [website](#).

Location: Washington, DC

Reports To: Chief of Equity, Culture, and Talent

Positions Reporting to this Position: Talent Specialist

Works Closely with: Director of Equity and Culture

This Position is: Exempt Management.

Job Summary:

Reporting to the Chief of Equity, Culture, and Talent (“Chief”), the Director of Talent (“Director”) will serve a critical role in providing support for our most vital resource: our talented employees. Leading with our values of collaboration, equity, excellence, inclusion, and transparency, the incumbent will work closely with the Chief to ensure staff have proper tools and necessary resources to further the mission of the organization.

Specifically, the Director will partner with the Chief to implement processes, protocols, programs, and initiatives to address staff wellness, engagement, and sense of belonging. In collaboration with the Chief, the Director will be responsible for executing aspects of the hiring process, performance management, employee learning opportunities, and the disciplinary process, while ensuring equity is embedded in everything we do.

This is an ideal role for someone who is well-versed in talent management, skilled at developing learning curricula, and has experience and expertise in Human Resources functions. The job responsibilities, described below, do not reflect other responsibilities that may be delegated.

Job Responsibilities:

Manage the in-house aspects of our Talent Program and oversee outsourced Human Resources functions.

- Refine and manage all phases of hiring, from recruitment to onboarding and retention, and support hiring managers to foster equity and inclusivity across the organization
- Complete the revisions of/and manage the performance management process for employees
- Develop and manage a disciplinary process for staff not covered by the collective bargaining agreement
- In collaboration with IT staff, create and effectively facilitate employee services through the use of an internal services portal
- Ensure organization-wide alignment on hiring materials, to include updated and uniformed job descriptions
- Provide regular communication to employees regarding payroll, benefits, and compensation
- Oversee human relations policies and procedures, identifying and implementing policy improvements
- Liaise with service providers for human resource functions, to include, but not limited to, payroll and benefits

In collaboration with the Chief and the Director for Equity and Inclusion, create a strong infrastructure that supports NARAL's 5-year Strategic Plan and the Board's Road Map to Equity.

- In collaboration with the Director of Equity and Inclusion, devise and implement tools to assess the cultural health of the organization
- In collaboration with the Director of Equity and Inclusion, engage in efforts to support staff wellness, to include ensuring support for staff during transition periods, and while staff take leave. Work with the Chief to develop redundancies in each department.

Identify, create, and maintain opportunities for staff, Board, and member learning and development

- Lead in the development of learning curriculum for staff, the Board, and members
- Provide support for staff in goal-setting and work plan development, to include performance measures for staff and for managers
- In collaboration with the Chief and the Director of Equity and Culture, support the implementation of DEI training, and annual anti-harassment/discrimination training for staff and Board members
- Liaise with department heads within the organization to determine learning opportunities for supervisors, individual contributors, as well as volunteers and members

Support the Chief in developing goals/metrics for the strategic planning of the Department in particular and the organization as a whole

- In collaboration with the Director of Equity and Culture, devise tools to assess the cultural health of the organization and translate responses into actions and measures
- In collaboration with the Chief, engage in future planning for the Department around the Board's Road Map to Equity and develop measures of success

Lead in ensuring sound labor/management relations for the organization

- Liaise with local union representatives on confidential matters regarding bargaining unit member concerns
- Manage the confidential internal grievance process for collective bargaining unit staff
- Engage in negotiations, as appropriate, with union representatives and officials
- Develop and implement a grievance process for staff not covered by the collective bargaining agreement

Supervisory Responsibilities:

- Direct, supervise and manage the Talent Specialist, providing ongoing guidance, direction and support; delegate appropriately and ensure strong internal communication and coordination; evaluate performance and provide opportunities for personal and professional growth.
- Where appropriate, oversee relationships with outside vendors and consultants.
- Lead by example in setting high performance standards for self and staff.
- Support an environment that welcomes differences of opinion, promotes respect for others, and fosters trust and cooperation.

Experience or Proven Ability:

- **An implementer who works with urgency.** Proven experience of supporting a vision through its execution and developing action steps from strategic planning goals. Has an appreciation for sequencing to ensure the right things are done at the right times; high standards for success and a healthy impatience for progress. Knows how to keep projects moving while supporting the work of others.
- **Strategic-thinker and solutions-oriented,** with excellent judgment and collaborative ways to overcome obstacles and execute on initiatives.
- **Excellent communicator,** both written and oral. Must be able to draft policies, protocols, review contracts and other documents that create the foundation of the organization's infrastructure. Has a strong ability to communicate in writing and in person, with a proven ability to listen deeply to what people are saying (while understanding what they are not saying).
- **Successful leader of people,** having supported staff to be their best selves, helping them to grow in the development of their skills and abilities
- **Proven ability to work collaboratively and with transparency,** building trust, credibility, and strengthening relationships with organization staff across lines of race, sexuality, gender and other identities.

- **Experience with supporting personnel in the workplace.** Demonstrated knowledge of human resources and talent principles and demonstrated ability or experience having implemented operational aspects of an organization.

What you will bring:

The successful candidate for this position will be an energetic, innovative, positive and outgoing professional with many of the following attributes:

- Demonstrated knowledge of and experience in human resources, talent management, and labor management relations or employment law
- A minimum of 10 years of professional experience, with increasing responsibility in relevant fields
- Strong management and interpersonal skills with a demonstrated ability to develop and mentor staff.
- Broad professional experience with technical and organizational systems.
- Excellent communication skills, both written and oral.
- Highly organized and detail-oriented with the ability to manage and prioritize multiple projects and responsibilities.
- Experience in or demonstrated ability with conflict resolution
- A personal passion and commitment to the organization's mission and an understanding of the reproductive freedom issue.
- A commitment to contributing to a workplace environment in which diversity is valued and supported.
- SHRM or other human resources certification is required.
- Experience with a non-profit organization or government agency is a plus.

To Apply:

NARAL is partnering with JM Search on this recruitment. For consideration, please submit a thoughtful letter of interest—responsive to the duties and qualifications outlined above—and a résumé to NARALDirTalent@JMSearch.com.

NARAL Pro-Choice America does not discriminate on the basis of race, ethnicity, national origin, religion, socioeconomic status, sex, sexual orientation, gender identity and expression, age, disability, marital status, veteran status, or political affiliation. Candidates from diverse backgrounds are encouraged to apply.