



the campaign to prevent unplanned pregnancy

Director, Human Resources and Operations

About Power to Decide

Power to Decide, the campaign to prevent unplanned pregnancy, believes that all young people should have the opportunity to pursue the future they want, realize their full possibility, and follow their intentions. These beliefs guide our work to ensure that all young people have the power to decide if, when, and under what circumstances to get pregnant. We provide objective, evidence-based information about sexual health and contraceptive options, and we work to guarantee equitable access to and information about the full range of contraceptive methods. We are a national, non-partisan organization that is committed to common ground, common sense solutions and catalyzing innovation in the public and private sectors.

Position

The Director is responsible for the overall leadership and execution of the human resource functions. This position is also responsible for ensuring that the office is operationally efficient and effective.

The Director partners with executive leadership to ensure all human resource programs and actions align with our organizational mission, values, and objectives, and ensures that all human resource and operations policies and procedures are followed by supervisors and staff. This person works to address the needs of portfolios, the leadership team and all staff, while looking to optimize and improve processes and procedures in support of the organization. The Director is responsible for implementing and maintaining training and support for the overall organizational culture and employee engagement of Power to Decide.

The role is responsible for full, accurate, and equitable administration of all compensation and benefits programs, onboarding of new staff, out processing employees, and for direct supervision of Office Coordinator.

The Director for Human Resources and Operations is a position within the Department of Finance and Administration and reports to the Chief Operating Officer/Chief Financial Officer.

Responsibilities

This position is critical to the success of Power to Decide and requires the ability to lead the organization's work on creating an engaging organizational culture as well as to execute routine processes like payroll and benefits. Specific responsibilities include, but are not limited to:

- Evaluates, recommends, and leads organizational development activities for Power to Decide.
- Leads the organization in setting an environment that is welcoming to all staff, promotes organizational culture and diversity. Leads workplace committees and activities to provide staff with social and other engagement events, and creates opportunities for staff to get involved in a meaningful way.
- Drafts, manages and implements personnel policies; reviews and makes recommendations to executive management for strategic improvements to the organization's policies, procedures, and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation, and ensures organizational compliance with federal, state, and local legislation. Works with legal counsel, as appropriate, to ensure the organization is in compliance with all laws relating to employment, terminations, compensation & benefits, policies and procedures.
- Ensures compliance with compensation programs and benefits, including the development and implementation of recurring processes that support these programs.
- Administers and prepares for the annual performance review process and administration of the organization's wage and salary program. Ensures that supervisors hold annual performance and compensation discussions with their staff.
- Accurately processes bi-weekly payroll, applying knowledge of IRS rules regarding employee compensation.
- Counsels and advises all staff on work related issues including providing guidance and direction to supervisors and employees on human resource related topics. Recommends and works with supervisors to develop performance improvement plans as needed, and ensures proper and accurate documentation is maintained in handling employee work related issues.
- Develops and maintains a human resource information system that meets the organization's personnel information needs; maintains the employee handbook and personnel files. Ensures the employee handbook represents all current law and regulations, as well as any updated Power to Decide policies and procedures.
- Responsible for staff recruitment, retention, and terminations.
- Manages the benefit plans to include life, health, dental and disability insurances, 403(b) retirement plans, flexible spending accounts, and all employee leave programs such as; vacation, sick leave, leave of absence, short and long-term disability, workers' compensation, and unemployment.
- Effectively communicates with all levels of the organization to coordinate and oversee all of the people-related and office management activities.
- Provides supervision for the Office Coordinator and Technology Manager, ensuring staff meetings and other events are planned and executed, and other duties of the Office Coordinator are executed.

- Negotiates contracts, manages relevant vendor relationships, liaison with building management and manages office operations.
- Manages the organization's safety efforts and ensures staff are informed of safety resources and procedures.
- Other duties as necessary and related.

Qualifications

We are looking for someone who will think big, embrace innovation, and seek new ways of addressing issues. S/he will be responsible, conscientious, adaptive, and resourceful. S/he will be value diversity of thought, backgrounds, and perspectives; be collaborative and proactive; and work effectively as part of an integrated cross-functional team. S/he will be able to comfortably embrace a non-ideological "big tent" approach to sexual health and unplanned pregnancy prevention, and be passionate about health equity and creating a culture in which all young people can thrive.

- Undergraduate degree and a minimum of 8-10 years of progressive and hands-on HR generalist and management experience.
- Experience developing and implementing workplace culture and diversity initiatives.
- SHRM-SCP or SPHR certification required.
- Broad knowledge and experience in employment law, compensation, benefits administration, organizational planning and development, employee relations, safety, training and development and office administration.
- Demonstrated organizational customer support and operational management experience with non-profit organizations.
- Evidence of the practice of a high level of confidentiality and excellent organization skills.
- Must be accurate and efficient, high energy, comfortable performing multifaceted projects in conjunction with day-to-day activities. Ability to manage multiple projects and priorities effectively.
- Strong oral and written communication skills. Superior interpersonal and coaching skills including patience and ability to work well with staff at all levels.
- Excellent analytical skills and good reasoning abilities and sound judgment.

This is an exempt position.

Salary and benefits:

This is exempt position. Salary is commensurate with experience and Power to Decide has an excellent benefits package including health, dental and vision insurance, 403b, flexible spending accounts, flexible work schedules, and generous leave.

Power to Decide is committed to maintaining a diverse staff and an inclusive, multicultural environment. We are proud to provide equal employment opportunities (EEO) to all employees and applicants without regard to actual or perceived race, color, religion, national origin, parenting

status (including pregnancy, childbirth or related medical conditions), age, marital status, sexual orientation, gender identity or expression, veteran status, uniformed service member status, disability or any other characteristic protected by law.

Please send a cover letter, resume, writing sample, and salary history to:

recruitment@powertodecide.org

Director of Human Resources and Operations
Power to Decide
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