



An invitation to apply for the position of:

**Senior Director of Human Resources
NAACP Legal Defense & Educational Fund, Inc. (LDF)
New York, NY**

EXECUTIVE SUMMARY

Since 1940, The NAACP Legal Defense & Educational Fund, Inc. (LDF) has played a critical role in the fight for civil rights and racial justice in the United States. From that era to the present, LDF's mission has been transformative – to achieve racial justice, equality, and an inclusive society. LDF's litigation, public policy advocacy, and public education programs in the substantive areas of criminal justice, economic justice, education, and political participation seek to ensure the fundamental and basic human rights of all people to quality education, economic opportunity, the right to vote and fully participate in democracy, and the right to a fair and just judicial system.

Today, LDF seeks a tenured human resources expert to lead a growing human resources team and guide office culture during an organization-defining period of transition following a decade of measured organizational advancement and progress. Since 2021, LDF has expanded from 130 staff members to 165 across its headquarters in New York City and its office in Washington, DC. By mid 2023, LDF is projected to grow to 200+ employees and open a third office in Atlanta, GA. On March 15, 2022, Janai S. Nelson assumed the role of President and Director-Counsel after serving nearly eight years as Associate Director-Counsel.

Within the context of this established legal organization's growth and change, the Senior Director of Human Resources (Senior Director) will take charge of leading a transformation in how human resources is done at LDF. This leader will demonstrate the imagination, accountability, and resolve to deliver a world-class human resources function tuned into the evolving trends in the world of work as well as LDF's established culture. This leader will cultivate a high-performing, healthy human resources team with courage and optimism, and will build strong and trusting relationships with executives and other organizational leaders.

LDF has engaged the executive search firm of Isaacson, Miller to assist in the recruitment of the Senior Director of Human Resources. All inquiries, nominations, and applications should be directed in strict confidence to the firm as indicated at the end of this document.

OPPORTUNITIES AND CHALLENGES FOR THE SENIOR DIRECTOR OF HUMAN RESOURCES

Following a comprehensive assessment of HR at LDF and the recent development of a new human resources strategy, the Senior Director will lead a significant re-envisioning of the HR function at LDF. Our vision is for LDF to be known for its vibrant culture, for developing its people, and for being a place where top talent comes to make civil rights history.

Build and lead a dynamic human resources operation and team

As the leader of a sizeable team of six professionals, the Senior Director will serve not only as a manager, but also as a team builder. This person will invest in and develop team members to cultivate a culture of trust and support within the human resources department.

The Senior Director will build out the HR team to full capacity by recruiting and integrating three senior positions and supporting them to build out their functional areas and deliver high performance as quickly as possible. The three functional areas are Total Rewards and HR Technology; Employee Relations and Development; and Talent Acquisition and Onboarding.

The Senior Director will also lead key operational effectiveness initiatives, including the selection and implementation of a new HRIS system to achieve efficiency across HR with tie-ins to other systems such as active directory and payroll; the creation of a compensation methodology to achieve pay equity, transparency, and market competitiveness; the design of a benefits program to attract, retain, and support employees; and the updating of HR policies and procedures to be in compliance with evolving regulations.

Drive high-performance capability across the organization

LDF's strong and rich culture is steeped in a standard of excellence and deeply rooted in a history of pushing our nation towards racial justice and equity. In this fast-paced, complex, and multi-faceted environment, the Senior Director will affirm and embrace the rich traditional identity of LDF with forward-looking solutions that uphold the integrity of its history.

Specifically, our next HR leader will develop a performance management system for the full organization, based on current research and best practices that are proven to help drive performance; establish an ongoing management training program to ensure that our people leaders are equipped to motivate and manage their teams; and introduce a learning and development program throughout the organization to ensure that staff skills are growing and staying up to date.

Promote a culture of wellness, inclusion & joy

This next leader will utilize strong interpersonal skills and emotional intelligence to advance the employee experience. The Senior Director will have a strong sense of culture and maintain a pulse on staff well-being to uphold and build upon organizational culture in a new era for LDF. This leader will give careful thought to how the organization might both preserve and adapt its unique ethos in the context of growth and a new hybrid work environment. At the ground level, the Senior Director will work to break down cultural siloes and generate opportunities for cross-fertilization across its multigenerational staff and across different function areas.

Specifically, the Senior Director will ensure the creation of a robust employee engagement program with modules focused on wellness (e.g., mental and physical health), inclusion (e.g., implicit bias trainings, belonging activities), and joy (e.g., book club, staff outings, employee recognition). This leader will also ensure staff is well-informed about engagement activities and other resources through ongoing communications.

To ensure that organizational culture is evolving with its people, the Senior Director will solicit periodic feedback via employee engagement surveys and focus groups to promote a cohesive culture that reflects LDF's values, mission, and unique role in society as a legacy civil rights organization.

Support organizational growth and strategy

Reporting directly to the COO, the Senior Director will act as strategic advisor and thought partner to senior leadership by providing bold thought leadership, expert insight, deep expertise, and related people and culture recommendations. This leader will balance the larger mission and vision of LDF with the intricate details of human-resources-related legal and regulatory matters. The Senior Director will also help to develop workforce planning strategies to ensure staffing is aligned with LDF needs as the organization continues to expand.

To support the organization's continued growth and strategic impact, this leader will implement systems to bolster full-cycle recruiting efficiency and pipeline development, build an employee onboarding program that accelerates employee contribution and success, and build HR analytics capabilities by being more conversant with our current data, establishing key metrics and a dashboard, and using data to solve organizational challenges.

QUALIFICATIONS AND ATTRIBUTES OF THE SENIOR DIRECTOR OF HUMAN RESOURCES

- Master's degree required;
- Minimum five years' experience as the head of human resources with a proven track record of partnering directly with senior leadership to develop, align and implement HR and organizational development strategies;

- Experience working at a law firm, legal services organization, and/or a non-profit strongly preferred;
- Based in New York, NY or willing to relocate there strongly preferred;
- Commitment to the racial justice mission of LDF;
- A strategic thinker with demonstrated experience in generating results;
- A transformative change-maker not hesitant to roll up their sleeves and tackle tough challenges;
- An excellent communicator who creates optimal comprehension with various audiences;
- A relationship-builder with strong influencing skills and the ability to gain credibility with a wide range of colleagues at all levels;
- Knowledgeable about employment law and compliance requirements in LDF jurisdictions;
- Willing and able to travel regularly for work including to LDF offices in Washington, D.C., and Atlanta.

The salary range of the senior director of human resources position is \$175,000 to \$200,000.

This is not an exhaustive list of all responsibilities, duties, skills, efforts, requirements, or working conditions associated with the job. While this is intended to be an accurate reflection of the expectations, management reserves the right to revise the job or to require that other or different tasks be performed as assigned. This description does not constitute a contract of employment and LDF may exercise its employment-at-will rights at any time.

LDF requires all employees to be fully vaccinated against COVID-19 as a condition of employment. Accordingly, successful candidates must be fully vaccinated against COVID-19 and submit proof of vaccination prior to the commencement of employment, unless they qualify for a reasonable accommodation for bona fide medical or religious reasons.

TO APPLY

Inquiries, nominations, and applications may be submitted to:

Donna Cramer, Partner
Diana Carmona, Associate
Isaacson, Miller
www.imsearch.com/8749

Review of nominations and applications will begin immediately and continue on a rolling basis until the position is filled. Electronic submission of application materials is strongly encouraged.

The NAACP Legal Defense and Educational Fund, Inc. is proud to be an Equal Opportunity Employer. We are committed to providing equal employment opportunities to you without regard to race, creed, color, religion, national origin, sex, sexual orientation, pregnancy, marital status, age, veteran status, medical condition or disability, genetic information, gender identity, or any other protected status under federal, state, or local law.