



**VOTE SOLAR**

***OPEN POSITION:***  
**DIRECTOR OF TALENT AND CULTURE**

Vote Solar's mission is to repower the U.S. with clean energy by making solar power more accessible and affordable through effective policy advocacy. We are a non-profit organization with headquarters in Oakland, CA, and regional offices in Colorado, Georgia, Illinois, Massachusetts, New Mexico, North Carolina and Washington, D.C. We were founded in 2002 and currently have 34 staff members with plans to add up to four more before the end of 2021.

We are seeking our first Director of Talent and Culture. The Director will develop and manage our efforts to support a thriving staff team, an inclusive organizational culture, and equitable practices including recruitment, hiring, onboarding, professional development, retention, and employee engagement. The Director will be based in Oakland, CA, ideally, but remote candidates will be considered, especially those who can work in our Washington, DC or Chicago, IL offices. A member of Vote Solar's Senior Leadership Team, the Director of Talent and Culture will report to the Managing Director, Operations and will collaborate closely with Vote Solar's Managing Director, Access & Equity.

**RESPONSIBILITIES**

*Talent Systems*

- Lead Vote Solar in maintaining and developing best practices across all areas of talent management and culture, including recruitment, hiring, professional development, staff management, performance evaluations, promotion pathways, and employee retention plans
- Build and deliver long-term, data-driven professional development pathways and plans that positively impact individual and team performance, leadership, and Vote Solar's strategic goals
- Develop robust, consistent onboarding procedures to welcome and orient new employees with the knowledge and support to thrive from the outset
- Manage employee engagement processes, including developing and analyzing our annual staff culture survey and co-leading efforts to track organizational progress

and integrate feedback into policies and practices

- Manage periodic compensation analyses to ensure staff are compensated competitively and equitably
- Consult with and advise programmatic staff regarding talent and organization development opportunities and solutions

#### *Leadership Development + Performance Management*

- Work with Managing Directors to develop robust and equitable staff, manager and leadership development pathways across Vote Solar to facilitate professional growth and provide a foundation for ongoing performance management
- Serve as a trusted resource to all team members to help navigate career development, management, respect in the workplace, and ensure great employee experiences
- In collaboration with Vote Solar leadership, improve upon and scale current performance management processes, including learning and development, regular performance reviews, clear and collaborative conversations around workload, goals and performance, and leadership development

#### *Equity + Inclusion*

- Collaborate with the Managing Director, Access & Equity and the Managing Director, Operations to create and roll out learning opportunities that build staff knowledge and skills for embedding equity and inclusion (as defined by Vote Solar's equity core competencies) throughout our programmatic work, internal practices, and organizational culture ; co-lead the design and implementation of organization-wide accountability measures, such as incorporation of the competencies into job descriptions and performance reviews
- Establish methods for the ongoing tracking of the impact of our policies and practices to ensure they are equitable for all staff while identifying and recommending improvements
- Develop robust recruitment processes and support to create the highest caliber candidate pools and provide guidance and coaching on explicit recruitment-focused responsibilities
- In conjunction with leadership, work to ensure cultural changes are embedded across all levels and in alignment with strategic plans and desired business outcomes

#### *Human Resource Administration + Organization Operations*

- Create and maintain employee handbook, including evaluating all human resources policies and procedures and identifying and implementing policy improvements

- Work with Vote Solar’s HRIS vendor to manage employee documentation; utilize relevant human resource and company systems to track candidate flows and manage employee performance management records (e.g., professional development plans, performance reviews, performance improvement plans)
- Serve as a point person for Employee Relations, including confidential and sensitive personnel issues that require follow up and consultation with the Managing Director of Operations, and management of the confidential internal grievance process

## **REQUIRED EXPERIENCE**

- At least 7 years’ experience in both human resources and management; previous non-profit experience preferred
- Thorough knowledge of human resource management principles and best practices, from compliance to strategic engagement, and experience with implementing and utilizing HR technology (ATS, HRIS, etc.); Comfortable with Mac operating system, Microsoft Office Suite and Google Suite
- Significant experience advancing equity as a mission-critical facet of HR, including significant employee engagement; inclusive behaviors and organizational culture; identification, coaching, and management of equity-related competencies and skills in the workplace; and recruiting a workforce that is diverse by gender, race, class, and sexual orientation, among other important group identities
- Exemplary track record of managing and leading high-performing teams that included a rich mix across gender, race, class, and sexual orientation and other group identities
- Excellent organizational, coaching, and leadership skills
- Outstanding verbal and written skills in the following: communication, emotional intelligence, conflict resolution, and interpersonal relationships and dynamics
- Knowledge of how race, racism, class, classism, gender, sexism, and power and privilege and related equity issues show up in the work of mission driven organizations and their programs
- Exemplary ethical standards, discretion, and an excellent track record of managing confidential matters and developing trust with colleagues at all levels
- Experience managing up, offering your expertise to Vote Solar leadership and discussing how its decisions could impact talent
- High emotional intelligence, with a strong ability to listen, empathize, and give and receive constructive feedback
- Ability to work effectively both independently and in collaboration with others, anticipate and solve problems, and make sound recommendations for improvements
- Experience helping organizations progress on their journey to become more

equitable and inclusive; familiarity with the ways that race and other identities intersect and play out in our work

- Experience creating strong relationships on teams with remote staff

*We seek staff who:*

- Succeed and thrive in environments with competing and changing priorities
- Have track records of building solid, collaborative working relationships across difference and who enjoy and are committed to collaboration
- Are committed to embedding equity in all organizational internal practices and culture, as well as our programs
- Bring openness and engagement to personal, professional, and organization-wide learning on race, class, gender, justice, and equity
- Are self-starters with strong attention to detail and a commitment to delivering high quality work
- Are active learners who independently seek new tools and learn work processes quickly
- Have excellent written and verbal communication skills

## **POSITION DETAILS**

**Salary & Benefits:** The salary range for this position is \$110,000 - \$125,000, depending on experience. Vote Solar provides full-time staff with a competitive package of benefits, including 3 weeks paid vacation in year one, four weeks starting in year two, plus 12 days of sick and 4 days of personal leave, excellent health insurance for the employee and dependents, and a retirement savings plan. We also offer paid parental leave and paid medical leave to employees after one year of employment.

**Start date:** Fall 2020. Applications being accepted on a rolling basis with interviews being scheduled immediately.

**Our Commitment to Equity:** We strongly encourage and seek applications from women, people of color, including bilingual and bicultural individuals, as well as members of the LGBTQIA+ community. Reasonable accommodations will be made so that qualified disabled applicants may participate in the application process. Please advise in writing of special needs at the time of application.

## **APPLICATION PROCESS**

Please upload your resume and cover letter [HERE](#).