Position Available: Director of Talent and Organizational Culture

Position Summary
The Director of Talent and Culture provides leadership in developing and implementing policies and practices and to foster a collaborative and inclusive culture at Propel Nonprofits, a workplace with people who have diverse backgrounds, identities, and experiences. As a member of the Leadership Team the Director works with the President and fellow Directors to help staff members continually develop in their jobs, build and maintain a productive, supportive, and equitable organizational culture, and contribute to the organization’s strategic goals.

Reports to: President & CEO
Classification: Full-time, Exempt

Core Job Functions

Talent and Staff Development
- Design and implement inclusive recruitment, selection, and onboarding processes and performance management systems that drive the effectiveness and professional growth of the organization’s staff.
- Partner with Leadership Team to identify, recommend, or procure specific trainings, assessments and/or workshops to support professional and team development.

Culture and Employee Engagement
- In partnership with the Leadership Team, lead efforts to gather and understand staff input and create actionable steps to further improve our culture, creating an environment that fosters relationships, communications, continual learning and staff who are engaged in the work they do.
- Lead and support the work of the internal Diversity/Equity/Inclusion team. This team is made up of 7 – 9 staff members from different program areas and positions with a central role in elevating equity as an organizational priority.
- Create initiatives and learning opportunities that help each staff member experience the benefits of inclusion for themselves, colleagues, the organization, and the clients we serve that build on the progress made over several years of learning and development.
- Engage outside consultants for initiatives to enhance organizational culture.
- Build trust with employees and be an active listener and participate as needed in formal feedback loops and grievance processes.

Human Resources
- Create and maintain Human Resource policies and practices that support an equitable, healthy workplace structure and culture.
- Develop and manage total compensation strategies, reflective of the market and organizational values, that invest in current staff, attract new talent, and retain strong teams.
• Supervise the Administrative Manager to manage payroll, compensation, and benefit and to ensure compliance with HR legal and regulatory requirements, standards and other relevant HR policies and guidelines.
• Collaborate with the administration and finance team on HRIS/payroll/benefit budgeting and management.
• Engage outside consultants and legal counsel to maintain compliance and enhance internal capacity for human resource functions.
• Work with the Board’s Executive Committee to coordinate performance reviews and executive compensation studies of the President/CEO.

Leadership
• Participate as member of 7-member Leadership Team in organizational planning, budgeting, and management.
• Participate in program and organizational evaluation and learning.
• Other duties as assigned or required to meet business needs.

Qualifications
• Commitment to the organization’s mission, vision, and values.
• Commitment to diversity, equity, and inclusion.
• 3+ years’ experience in a management or leadership role with some experience and training in the human resources field.
• Personal development and experience in equity and anti-racism initiatives.
• Strategic, cross-functional thinker with a strong desire to move towards implementation and action.
• Demonstrated ability to coach and mentor individuals and teams with deep listening, rapport building, and valuation of differences.
• Consistency and goal orientation, problem-solving aptitude, flexibility, creativity, discretion, and appreciation for Propel’s mission and values.
• Ability to communicate and develop relationships with people at all levels of the organization.

Salary: $75,000-$90,000. Excellent benefits package includes medical, dental, life, and disability insurances, along with retirement and generous leave policies.

Accommodations
We recognize that qualified applicants will include a range of people who will each require different support in order to be successful. Currently, we are working from home and we are committed to making sure that each staff member has the technology and programs they need to be successful. If you have a cognitive or physical disability that requires accommodation or specific support, we will provide what is reasonable within the organization’s capacity.

To Apply
Interested candidates should send a cover letter and resume by Monday, April 26, 2021 to Kate Barr, President & CEO, at kbarr@propelnonprofits.org.

Questions?
Interested candidates are invited to schedule a call to discuss any questions about the position, qualifications, or organization. (A pre-application call is not required to apply.) Schedule here or contact Ingrid Dai to schedule idai@propelnonprofits.org.
Organizational Overview

Mission and Vision

Propel Nonprofits’ mission is to fuel the impact and effectiveness of nonprofits with guidance, expertise, and capital. This mission is in service to a vision of a diverse network of mission-driven nonprofits building a healthy, vibrant, and more just community.

Core Values and Guiding Principles

Champion Nonprofits; Be a mutual & trusted partner; Advance justice; Stay Curious; Have Fun

Staff and board

Propel has a staff of 30 people across the areas of Accounting and Finance, Capital Access, Development, Marketing, Strategic Services, Training, and Administration. Propel Nonprofits is overseen by a governing board of 16 directors.

Strategy and Organizational Context

The Board of Directors adopted a Strategic Framework in February 2021 developed with guidance from external consultants through an inclusive process involving the full staff and board and an extensive community engagement initiative. Parallel to the strategic planning process, the staff worked together to explore, define, and develop the vision for an organizational culture that aligns with mission, values, commitment to equity, and strategic goals. The organizational culture work is woven into the strategic framework, ongoing diversity, equity, and inclusion learning and actions, program, workplans, and budgets. A new initiative spurred by this work is an inclusive review and redesign of human resource policies and practices.

Major programs, and services

Propel serves nonprofit organizations in all fields of service and stages of the nonprofit lifecycle. Client organizations located in Minnesota and adjacent communities.

Training: Traditionally offered both in-person and via webinar, our customized and public trainings cover topics such as budgeting, cash flow, financial reporting, governance, leadership and social enterprise. Training also incorporates in-depth programs for capacity building that may include grants to nonprofits.

Technical Assistance: TA helps nonprofits understand their organizational and financial situation, identify tools to address or support those issues and develop a plan of action for the near and long-term future.

Lending: We are a federally certified CDFI, lending from our $34 million loan fund to nonprofits to expand programs and services, bridge cash flow gaps, and purchase or renovate buildings. We typically originate 100+ loans each year supporting healthcare, housing, arts and culture, education, human services, environment and more.
Strategic Consulting: We work with nonprofits to develop strategic and operational plans, organizational impact and change, provide board training and facilitation, and chart new paths for partnerships.

Capacity Building: Propel serves as an intermediary on various capacity building initiatives. Bringing our valuable technical assistance support and perspective to support nonprofits in building capacity. These programs may include grantmaking.

Leadership Support: We work with leaders, experienced and emerging, to help them access their best thinking, build productive relationships, and navigate change effectively through Leaders Circles. We also provide 1:1 coaching for EDs and board chairs experiencing transformational change in organizational leadership.

Accounting & Finance: Our expert accounting and finance professionals work closely with nonprofit clients, providing training, guidance and implementation support with accounting systems.

Fiscal Sponsorship: Through our Fiscal Sponsorship program, Propel supports mission-driven organizations, projects, causes and collaborations to test drive new ideas as they build infrastructure, set goals, develop their business mode and get their big idea off the ground.

Resources: Propel has a widely used online resource library of templates, toolkits, videos and articles on nonprofits finance, strategy and governance.