



Position: Director, Talent & Culture
Location: Remote
Employment type: Full-time, Exempt
Reports to: Chief Operating Officer
Direct Reports: Manager, Human Resources

Mission

EdReports.org is at the forefront of the curriculum reform movement. By increasing the capacity of educators to identify and demand the highest quality curriculum, EdReports.org is both disrupting a multibillion-dollar market and transforming the way students are taught and ultimately perform. With the firm belief that what is taught matters and that all students deserve high quality materials, EdReports.org publishes free, online, evidence-rich reviews of instructional materials.

Purpose of Position

The Director, Talent & Culture is a member of EdReports' Leadership Team and reports to the Chief Operating Officer who together lead the development of a multi-faceted strategy for Human Resources operations. The Director, Talent & Culture is responsible for developing and monitoring all aspects of the employment lifecycle of EdReports' employees and, in partnership with the Executive Team, promoting a company culture that authentically reinforces our unique values and Diversity, Belonging, Inclusion, and Equity (DBIE) aspirations. They will have a creative and flexible approach to human resources and be an expert at moving multiple projects forward simultaneously while making time for things that require their counsel in the moment. The Director, Talent & Culture will have expertise in establishing a sense of trust with employees and people managers throughout the company and making human resources decisions that are respectful of individuals and responsible to the organization. This position provides a unique opportunity for a strategic independent thinker with an inclusive leadership style and high capability to influence organizational change, who enjoys working with internal and external stakeholders at all levels, and wants to contribute to the success of a growing organization.

Key Responsibilities

Organizational and Human Resources Leadership – 30%

- Develop and implement human resources strategies to support EdReports' strategic direction;
- Oversee and improve core human resources competencies, including internal reviews, employee benefits administration, maintenance of human resources policies and procedures, disciplinary matters, and recognition activities with support from Professional Employer Organization (PEO) and Chief Operating Officer;
- Monitor national benefits environment for options and cost savings and recommend changes that enhance employee satisfaction and retention;

- Collaborate with Executive Team and human resources peers at other organizations to identify employee relations trends and challenges, assess areas of organizational risk, identify root causes, and develop proactive long-term solutions;
- Ensure well-managed, competitive, and cost-effective total rewards package, including compensation and benefits programs, by collecting and analyzing data via compensation studies and market/peer reviews and making recommendations regarding salary and compensation practices;
- Research and share information, leverage resources, and jointly design, with Leadership Team, results-based human resources solutions that balance organization, employee, and compliance needs;
- Implement a collaborative plan to support change and develop strategies for responding to resistance to change;
- Build and maintain rapport, credibility, trust, and respect throughout the organization at all levels, and be viewed as a team player and leader; and
- Partner with the Executive Team, PEO, and when necessary, legal counsel to ensure legal compliance with all applicable federal, state, and municipal employment laws.

Performance Management & Employee Growth - 30%

- Design and lead, with consultation from Leadership Team and others, employee performance management system and structure and work with people managers to develop and maintain strong relationships with their direct reports through formal and informal evaluations, performance improvement plans and other performance assessments;
- Lead annual talent calibrations with other members of the Leadership Team and provide strategic guidance to functional managers on resourcing and planning initiatives;
- Create and lead people manager trainings, facilitate annual people manager feedback meetings and surveys, and work with teams across EdReports to help people managers develop the skills they need to be effective leaders and mentors – through formal training, collecting and disseminating resources, and informal coaching;
- Communicate clear and concise expectations and priorities to human resources team members and provide appropriate and timely feedback, coaching, and development opportunities;
- Resolve complex employee relations and other personnel-related matters by providing accessible coaching and consultative support (both proactive and responsive) to employees at all levels and liaise with EdReports' legal counsel to discuss human resources-related issues, as needed; and
- In partnership with the Executive Team, create processes and procedures for conducting internal investigations.

Culture, DBIE (Diversity, Belonging, Inclusion, Equity), and Employee Engagement – 25%

- Work with Leadership Team to design, develop, and implement strategies to increase DBIE within the organization in all processes included in the Employee Life Cycle;
- Distribute, analyze, and/or facilitate culture/engagement surveys to measure and provide feedback on the organization's culture and work with leadership to determine actionable steps toward desired culture;

- Lead and support culture initiatives and advise the Leadership Team on change management strategies to enable organizational strategies and initiatives impacting human resources; and
- Monitor progress of and maintain accountability for EdReports' multi-year DBIE plan and collaborate with the DBIE committee to ensure successful implementation of each component part of the DBIE plan.

Recruitment, Onboarding, & Offboarding – 15%

- Lead efforts to develop strategic planning to attract, develop, and retain high performing diverse talent;
- Oversee recruitment and hiring processes performed by the Manager, Human Resources, including but not limited to reviewing and revising job descriptions, advertising open positions, reviewing resumes, coordinating and conducting interviews, conducting reference checks, drafting offer letters, etc.; and
- Lead employee exiting process and work with people managers and executive team to ensure smooth transitions and minimal impact on organizational culture.

Travel

- National travel will occur related to organizational needs and for professional learning, as needed. Amount of travel will be monitored to ensure it is appropriate for both the organization and the Director, Talent & Culture.

Qualifications

- A minimum of ten years of professional experience in human resources management or similar role (educational or nonprofit setting preferred);
- Demonstrated experience building organizational culture and systems with an emphasis on diversity, belonging, inclusion, and/or equity;
- Excellent organizational management skills and demonstrated experience leading and managing human resources functions and improving organizational processes;
- Demonstrated record of strong written and verbal communication with various audiences;
- Specialized training in employment law, compensation, organizational planning, organization development, employee relations, training, or labor relations, required (i.e. SHRM or other certification and/or advanced degree)
- Active affiliation with appropriate Human Resources networks and organizations and ongoing community involvement, preferred;
- Demonstrated ability to serve as a knowledgeable resource to the Leadership Team that provides overall company leadership and direction;
- Evidence of the ability to practice and coach organization managers in the practice of a high level of confidentiality;
- Fluent in MS Office suite (Excel, PowerPoint, etc.) and Google Suite, preferred; and
- Degree required, advanced degree preferred.

Core Competencies

ACCOUNTABILITY	
Framing/planning the work	Plans and effectively organizes more complex projects and tasks; Identifies and sets contingencies for possible roadblocks; and Systematically monitors / course-corrects plans and communicates changes proactively.
Timeliness	Always meets deadlines or delivers early; Communicates roadblocks, lessons learned for the learning of the organization; Adjusts plan to manage roadblocks and remain on schedule; and Supports others to have high quality and deliver on schedule.
Quality of work products	Work products (e.g. reports, documents, files, etc.) are Consistently audience-ready and accurate; and Has a consistent track record of being prepared and delivering work that meets or exceeds expectations.
ADAPTABILITY	
Ability to adjust	Changes work priorities to meet feedback and changing demands; Identifies how own work and formal responsibilities needs to adjust to meet the needs of the organization; Models thoughtful flexibility for peers and direct reports; and Understands changing circumstances and identifies impacts across the work, suggests and leads improvements to systems and processes to meet the demands of these changes.
Openness	Able to thoughtfully consider new ideas and different perspectives; Encourages individuals with different perspectives to share; Proactively creates space to solicit and discuss different perspectives; and Demonstrates the ability to change a strong perspective based on new ideas and different perspectives.
COLLABORATION	
Team-orientation	Focuses on accomplishing organizational goals rather than a personal agenda; Willing to take on additional tasks as needed to achieve shared objectives; Reflects upon team and organizational goals and process and own contributions to continuously improve team performance; and Appropriately assumes and completes additional tasks needed to achieve shared objectives.
Collaboration	Actively participates as a team member and shows willingness to contribute and be open to feedback; Identifies self and

	<p>others' areas of expertise to ensure the right people are part of a team; Appropriately applies areas of expertise and steps back and encourages others to apply their areas of expertise; Is sought out by others as a collaborator on projects; and Promotes collaborative decision making processes and demonstrates ability to lead a team to reach consensus.</p>
COMMUNICATION	
Written/Verbal communication	<p>Communicates messages concisely; Consistently adjusts style and tone to suit the target audience; Participates comfortably in small group meetings, contributing where appropriate; Contributes to organizational messaging, succinctly and effectively expressing ideas; and Writes internal and external communications in a concise, clear, and professional manner that is always appropriate to the audience.</p>
Verbal Communication	<p>Engages in public speaking or participates actively and effectively in group meetings; and Is viewed by peers and others as an effective spokesperson for his or her field.</p>
Inquiry and listening	<p>Fully engages in both in-person and virtual settings; Uses open-ended questions to clarify understanding and gain information; Consistently uses thoughtful questions to advance the thinking of the team; and Thoughtfully weaves in others' contributions in ways that improve the quality of the work.</p>
CULTURAL SENSITIVITY	
Valuing diversity	<p>Demonstrates understanding that differences among team members contribute value to the environment; Models behaviors that support and increase equitable experiences for and inclusion of all team members; and Proactively considers ways to increase diverse viewpoints and representation across our work.</p>
Advancing diversity and inclusion	<p>Demonstrates awareness and understanding of own biases; Challenges personal biases; Offers observations about cultural proficiency within the organization.</p>
GROWTH MINDSET	
Learning orientation	<p>Takes initiative to expand knowledge and skills for self and colleagues; Often thinks about ways to perform duties more effectively; Regularly reflects on challenging situations as opportunities to identify learning opportunities; Engages others in reflection; Approaches self and others, including</p>

	peers, direct reports, and supervisors, with a growth mindset; Ties personal growth and learning to organizational needs and goals.
Seeking, providing, and using feedback	Regularly seeks feedback and coaching to succeed in doing more complex work; Uses new information and experiences to identify opportunities to adjust work/and or professional style; Is attentive to growth of others at all levels and identifies ways to help them develop; and Commits to regular, two-way feedback with peers and supervisors.

Leadership Competencies

DECISION-MAKING	
Gathering and interpreting data	Regularly identifies critical internal or external data needed to inform decision-making; Derives insights from data and makes suggestions based on findings; Advises team members on deriving insights from data; and Creates and implements systems to facilitate regular data review, reflection, insight generation, and continuous improvement.
Executing decisions	Makes necessary decisions in a timely manner even when information is limited or unclear; Considers implications of decisions and demonstrates follow through; Owns and stands by team decisions; Communicates decisions and gains buy-in from team and other related stakeholders; Considers both the long-term strategic direction and short-term outcomes of decisions; Shares the impact of past decisions with team to collectively guide future decision-making; and Holds team accountable for decisions and progress against them.
DEVELOPS AND MOTIVATES OTHERS	
Motivating/Inspiring	Looks for positive attributes and concretely reinforces them, Promoting confidence and optimistic attitudes; Provides a variety of motivational styles, as appropriate, to team members they supervise; and Motivates and inspires colleagues to achieve full potential through sharing success stories and learning from struggles.
Individual Coaching	Uses a range of tools and tactics to help staff of varying abilities grow; Stays informed of development opportunities and resources within the organization and links staff to them where appropriate; Effectively addresses marginal and unsatisfactory performance on their team; and Proven record of building capacity in others through coaching, modeling

	and feedback.
Conflict resolution	Addresses and manages conflict directly; Determines best path for mitigating fallout and takes steps to prevent future conflict; Takes ownership of impact of own behaviors on self and others and adjusts accordingly; Effectively defuses conflict and helps others to select appropriate venues and actions to address conflict; Promotes collaborative decision-making processes and demonstrates ability to reach team consensus.

Physical Requirements

Including, but not limited to standing and sitting for long periods of time; speaking loudly and clearly; seeing and hearing things both near and far away; and reaching, stooping, kneeling, and fine-finger and hand manipulation in use of a computer, chalkboard, dry erase board, or projector. Employee is required to have close visual acuity to perform an activity such as preparing and analyzing data and figures, transcribing, viewing a computer terminal, and extensive reading. This person will travel by car, air, or other transportation (as indicated above).