

# Director of People and Culture National Council of Jewish Women

Washington, D.C.

Salary: \$120,000 - \$150,000

## BACKGROUND

### The Organization

National Council of Jewish Women (NCJW) is the oldest Jewish feminist civil rights organization working for equity and justice for women, children, and families in the United States and Israel. Through the efforts of our 210,000 grassroots advocates and 50 local sections, NCJW combines education, direct service, and advocacy to affect lasting social change at the local, state, and national levels.

We approach our work Jewishly and through the intersections of gender, economic, and racial justice to center those most impacted. NCJW's intersectional work in progressive and Jewish spaces has resulted in deep partnerships with secular and faith-based human rights organizations, BIPOC-led grassroots organizations, and governmental allies. NCJW has lead roles in many civil rights coalitions and legacy networks.

### The Position

NCJW seeks a Director of People and Culture (DPC) to play a pivotal role in shaping and fostering the organizational culture at NCJW. This senior leadership position leads initiatives, policies and practices in employee engagement, compensation and benefits program design, talent acquisition and management, leave administration, and organizational culture development, including DEI. The DPC has responsibility for contributing to, and understanding, the strategic direction of the organization and aligning human capital needs accordingly. The DPC will work closely with executive leadership to align human resources practices with NCJW's mission and values, ensuring a positive and inclusive workplace where every member of the organization can thrive. They will be values-driven, agile, curious, and foster an environment of joy and collaboration while amplifying the voices of change-makers across the country. The DPC will report to the Chief Operating Officer.

## ROLE OVERVIEW

### Employee Engagement and Culture Development

- Provide organizational leadership on culture assessment and development, introducing and managing organizational change and development initiatives. Partner with COO on employee engagement survey design and execution.
- Develop strong internal relationships; provide advice and coaching to senior leaders, helping them to develop as effective and impactful team managers and culture carriers.
- Conduct exit interviews and establish a process in which to incorporate learning into organizational effectiveness.
- Research and analyze Key Performance Indicators (KPIs) and trends in human capital; apply findings to develop new strategies, direction, policy shifts and changes that will best serve the firm.
- Foster an inclusive and equitable workplace environment that values diversity and promotes collaboration.
- Regularly update and disseminate NCJW's Employee Manual to reflect the policies of the organization and expectations of staff.

### Employee Relations and Policies

- Oversee leave policies (parental leave, family leave, medical leave, disability leave, etc.), with an eye to ensuring they are values based and relevant in evolving workplace climate.
- Monitor legal developments to keep NCJW Employee Handbook up to date, including separate addenda as required for each location.
- Monitor public health developments to advise on office protocols around COVID and other public-health-related policies that may emerge.
- Manage annual briefings, including required all staff anti-harassment training; create training resources, curricula, and materials as needed.
- Ensure all policies are clearly communicated to staff; address employee relation issues promptly and effectively, promoting a positive work environment.

### Benefits and Compensation

- Install, oversee, and manage the design of benefit plans, negotiations with benefit carriers, and regular reviews of benefits offered (health care, dental, disability, 401K, commuter, etc.). Serve as primary contact for plan vendors and third-party administrators, and point-person for staff.
- Ensure all NCJW employees are properly enrolled in all the offered benefits plans and understand all the benefit offerings.
- Coordinate transfer of data to external contacts for services, premiums, and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency.
- Document and maintain administrative procedures for assigned benefits processes.
- Monitor administrative costs of benefits programs and recommend cost containment strategies, including alternative methods for administration and funding. Prepare budgetary recommendations and assist in the monitoring, verifying, and reconciling of budgeted funds.

### Performance Management and Professional Development

- Oversee performance management processes for NCJW, ensuring alignment with organizational goals.
- Provide guidance to managers on employee performance, coaching, and development.
- Create and manage professional development programs in collaboration with managers; support the career development of all NCJW staff.
- Conduct needs assessments, source excellent training and learning resources, organize and deliver on facilitators and training sessions.
- Assess regulatory and best practice needs for the firm; design, organize, and deliver training.

### Talent Acquisition and Development

- Design recruitment strategies for NCJW to attract mission-aligned top talent, with specific focus on diversified sourcing networks.
- Handle communications with candidates as needed; assist in the assessment process of candidates.
- Ensure administrative aspects of onboarding and offboarding are handled smoothly and effectively, including benefits enrollment.

## ROLE OVERVIEW (cont.)

### Diversity, Equity, and Inclusion

- Lead NCJW's ongoing engagement with current DEI specialist; support ERG's and continue to drive the ongoing DEI work across the organization.
- Provide organizational leadership on culture assessment and development, introducing and managing organizational change and development initiatives.
- Partner with COO on employee engagement survey design and execution.

## THE IDEAL CANDIDATE

### Qualifications

- Bachelor's degree or experience in Human Resources, Business Administration, or related field.
- Proven experience in progressive human resource experience, working in HR operations management, policy development and management, compensation and benefits management, talent acquisition and employee relations.
- Experience with talent management and talent development approaches to workforce planning and development.
- Strong understanding of diversity, equity, and inclusion principles.
- Excellent interpersonal, communication, and negotiation skills.
- Demonstrated ability to develop and implement HR strategies aligned with organizational goals.
- Knowledge of relevant employment laws and regulations.

### Required Competencies

- Propensity for active engagement with staff at all levels. Ability to quickly establish and build trusted working relationships with management, staff, and vendors.
- Demonstrated ability to organize workload; manage several projects of equal priority at once; and sustain productivity, accuracy, and good humor under pressure.
- Proven ability to serve as a valued team member of the organization by engaging and collaborating with colleagues effectively, diplomatically, and compassionately.
- Demonstration of active listening skills and ability and desire to learn from different perspectives.
- Big picture thinker; ability to translate vision into attainable and sustainable strategies.
- Skilled coach, mentor, and advisor to colleagues at multiple levels in career journey.
- Respectful discretion and confidentiality in managing employee concerns and data.
- Proactive and highly responsive; a creative problem-solver.
- Excellent verbal and written communications.

## WHO WE ARE

### Our Commitment to Diversity, Equity, & Inclusion

At National Council of Jewish Women, we are committed to creating a culture of inclusion and accountability. We honor the wisdom, insights, perspectives, and experiences of diverse viewpoints, and recognize that many critical voices have been underrepresented in Jewish organizational life and nonprofit organizations as a whole for too long. We welcome applications from people of diverse religious, spiritual, and cultural backgrounds. We are an equal opportunity employer and recruit, hire, train, promote, compensate, and administer all personnel actions without regard to race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, culture, age, creed, disability, ancestry, medical condition, marital status, military or veteran status, citizenship status, or any other protected status.

## COMPENSATION AND BENEFITS

### Salary

\$120,000 - \$150,000

This position is based in Washington DC, with in-person requirements twice a week.

NCJW offers a generous and comprehensive benefits package, including 30+ paid Federal and Jewish Holidays each year, plus paid vacation time, sick time, and extensive paid leave. In addition, NCJW offers a retirement savings account with employer match, health insurance, dental, vision, disability insurance, professional development, life insurance, flexible spending account, trans health coverage, transit benefits, short-term disability insurance, long-term disability insurance, and abortion procedure funding.

## TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by April.

**Nina Cogan**  
Talent Consultant  
ncogan@drgtalent.com

**Chasity Nickleson**  
Associate  
cnickleson@drgtalent.com

[Submit an application](#)

