



People and Culture Manager, Non-Profit in Richmond, VA

Overview

We are seeking a full-time **People and Culture Manager** to provide support for the human resource and equity needs of the organization through a lens of creating an environment and culture where employees can reach their potential and thrive within their roles, which enhances the health and success of the organization.

Founded in 1976, the James River Association (JRA) is the oldest and largest river conservation group in Virginia and the only organization solely dedicated to protecting and restoring the James River. JRA's mission is to be the guardian of the James River – to provide a voice for the river and take action to promote conservation and responsible stewardship of its natural resources. To accomplish our mission, JRA's two strategic goals include: 1) Achieving a fully healthy James River, and 2) Helping communities within the watershed realize the benefits of a healthy James River and support protecting it.

The organization's operating budget is approximately \$3.7M, with 34 full-time and up to 16 seasonal or part-time employees working across Virginia in four offices, including the headquarters located in downtown Richmond, VA, with regional offices in Williamsburg, Lynchburg, and Scottsville. This is a hybrid position based in Richmond.

Summary of Job Responsibilities and Requirements

- Manage Human Resources functions for the organization, ensuring strong HR administration.
- Manage staff life cycle processes of recruiting, contracting, on/off-boarding, professional development and performance management, staff relations, and benefits management, ensuring they are executed accurately and effectively.
- Assess and seek to improve JRA's staff training and development, recruitment practices, performance management, and other human resource practices.
- Be a leader in JRA's commitment to Diversity, Equity, Inclusion and Justice. Partner with leadership and staff to ensure HR and inclusion initiatives support JRA's cultural values. Act as the point person for DEI & J's Task Force.
- Oversee the implementation of our multi-year Strategic Equity Plan, understanding its integration with our 5-year Strategic Plan. Along with the full staff (and Board), participate in the implementation of other aspects of the 5-year Strategic Plan, as appropriate.
- Plan and schedule monthly staff meetings with an eye toward meaningful and informative content and creating opportunities to foster engagement and connection.
- Establish and lead the Culture Committee/Club that will help maintain a positive culture, support staff wellness, and, along with all staff, work to embed working norms throughout the organization, including the annual all-staff gatherings.
- Research group professional development opportunities and training, as well as investigate mentoring programs and practices. Set up / implement where deemed to be valuable in partnership with the program supervisor.
- Lead the analysis and eventual development of an internship/fellowship program, including pursuing collaboration with HBCUs.



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- Handle employment-related inquiries from job applicants, employees, and supervisors, including complex and/or sensitive matters. Be a confidential resource for staff to listen to concerns or provide advice on their work and their relationships and roles within their team and the wider organization.
- Attends and participates in employee coaching meetings, ending employment meetings, and investigations.
- Maintain equitable and fair compliance with federal, state, and local employment laws and regulations and recommend best practices; review policies and practices to maintain compliance.
- Maintains knowledge of trends and new technologies in human resources and talent management.
- Other duties as assigned.

Key Qualifications

- Bachelor's degree in human resources, business or nonprofit administration, or a related field is required. A SHRM-CP or PHR certification is a plus.
- Minimum five years of professional experience required, preferably in human resources and in a non-profit environment. A master-level degree in a related field may substitute two years of the work experience requirement.
- Ability to pass pre-employment background screening.

Knowledge, Skills, and Abilities

- Proficiency with Diversity, Equity, Inclusion & Justice strategies and efforts. Proven cultural competency and understanding of the ethical issues surrounding Human Resource/People & Culture management.
- Ability to build personal relationships based on connection, trust, and credibility. Demonstrated self-awareness, empathy, and a people-centric approach. Takes personal responsibility for decisions and actions. Communicates with honesty and kindness and creates the space for others to do the same.
- Excellent writing skills and the ability to communicate powerfully.
- Proficiency in data analysis. Ability to leverage quantitative and qualitative data to enable informed decision-making.
- Processes a high level of energy, a positive, "can-do" attitude, and is a team player. Flexible, resilient, and able to work and thrive in a fast-paced, changing environment.
- High degree of initiative with the ability to work independently and handle conflicting priorities while maintaining consistent, quality performance standards.
- Promotes and adheres to the company's mission, vision, values, and policies.
- Comfortable with a hybrid work environment.



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Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

Competitive Salary & Benefits Package includes fully paid employee-only health and dental coverage, Life and LTD insurance, generous paid time off (starting at four weeks/year), twelve paid holidays, and 401(k) matched contributions! Professional development and growth opportunities. Work-life balance and dynamic, hybrid/flexible work environment. The exempt salary range for this full-time (FTE 1) position is \$58,000-\$65,000, depending upon related credentials and work experience.

APPLY by sending your resume and cover letter to Coco Provance at cprovance@thejamesriver.org. This position will remain open until filled; interviews will begin after March 1, 2024.

EOE M/F/D/V JRA reserves the right to alter, change, modify, and/or terminate this job posting at any time without notice or obligation to any party.