



Director of People and Culture

Do you want to advance racial and economic justice while tackling climate change?

Apply to join our innovative non-profit and be part of a talented, diverse team driven to expand access to climate solutions and green jobs across the Commonwealth and beyond. Our mission is to accelerate an inclusive clean energy economy. We work hand-in-hand with cities and local community organizations to connect communities of color, non-English speakers, landlords/renters, and small businesses to energy-saving programs and affordable renewable energy. These programs help families and businesses save money, make their homes healthier, and combat climate change. All In Energy is a 6-year-old nonprofit with exciting opportunities for growth on the horizon; help build the staff team and organizational expertise to expand our impact.

We are seeking a highly motivated and experienced **Director of People and Culture** with the expertise to support our small, but rapidly growing, nonprofit to thrive. As a key member of the Executive Team, the Director of People and Culture will lead efforts to advance an inclusive culture, strengthen HR policies and practices centered in equity, deepen support for our diverse staff, and drive our growth through hiring and retention. This is an exciting new role focused on intentionally investing in our staff, organizational culture, and human resources policies and practices to ensure alignment with our mission, our values, and best practices for diversity, equity, and inclusion, at a time when our organization is rapidly growing.

Key Responsibilities:

- **Collaborate with the staff and board to intentionally shape the organization's culture and values in line with our mission**
 - Ensure All In Energy's culture reflects its mission and provides a welcoming, inclusive, and supportive workplace for all employees
 - Lead the team and board to clearly identify, document and periodically revisit our organizational values
 - Create processes for all staff to have opportunities to inform organizational decision-making and strategy
- **Advance and oversee organizational policies and practices in line with best practices in Diversity, Equity and Inclusion (DEI)**
 - Collaborate with the staff, board and a DEI consultant to evaluate current policies and practices and make modifications to deepen support for our diverse team, advance policies focused on equity and strengthen a culture of inclusion
 - Oversee efforts to advance the team's understanding of DEI (e.g. unconscious bias, microaggressions, cultural considerations, etc), including by coordinating trainings and consultation support
- **Recruit and manage process for hiring, and onboarding new staff and interns for our growing organization**
 - Cultivate staff, board, and partnership relationships to ensure diverse candidate pools for open positions
 - Recruit and manage hiring process for new team members
 - Oversee onboarding process and support managers in structuring 30/60/90 day plans and reviews

- **Oversee the development and implementation of strategies to enhance the overall experience of staff and foster continual learning**
 - Identify opportunities to strengthen employee retention and satisfaction
 - Create systems and guidance for managers and teams to advance professional development at the organizational, team and individual levels
 - Oversee and refine performance management system, process, and training
 - Develop advancement pathways for staff, including ensuring alignment of titles with levels of responsibility across teams, in collaboration with managers
- **Foster productive employee relations**
 - Serve as an ombudsperson to hear staff concerns and identify next steps
 - Provide individual and team guidance, coaching and mediation to encourage healthy internal communication, routine-multidirectional feedback, and address performance concerns.
 - Lead or coordinate training and facilitation support, as needed, to improve work relationships and manage workplace conflicts, including those arising from misunderstandings, cultural differences or unconscious bias
- **Oversee compensation and benefits management**
 - Develop equity-focused organizational compensation model to guide decisions on salaries and benefits, in collaboration with staff, board and DEI consultant
 - Research, recommend and implement employee benefits that promote employee wellbeing
 - Collaborate with the Finance Team to oversee the administration of benefits
- **Ensure compliance with employment laws and regulations.**
 - Manage HR-related risks and legal matters to protect All In Energy's employees
 - Oversee our employee handbook and policies, and maintain personnel records

Required Qualifications

- Passionately embraces the mission of All In Energy with a strong commitment to addressing global climate change with local solutions, equitable clean energy access, or economic and environmental justice.
- 5+ years relevant professional experience, including nonprofit human resources experience
- Experience integrating DEI best practices into organizational policies, procedures, and operations
- Proven record of success in hiring, training, and retaining diverse teams, increasing staff satisfaction, and fostering inclusive, supportive team cultures
- Experience overseeing performance management processes and staff professional development strategies
- Commitment to transparent and collaborative leadership
- Excellent project management and cross-team collaboration skills
- Excellent written and verbal communication skills
- Experience advancing human resources, DEI, and organizational culture efforts in a hybrid (in-person & remote) organization
- Experience coaching staff to have productive feedback conversations and/or mediation experience
- Experience working with a racially and/or linguistically diverse team and/or living or working in low-to-moderate income or majority-minority communities.
- A successful track record in setting priorities; keen analytic, organization, and creative problem-solving skills that support and enable sound decision-making.
- Comfortable working independently and as a part of a small, nimble team.

- Willingness to travel around Massachusetts. A valid driver's license and access to a vehicle is required.

Preferred qualifications:

- Bilingual in English and Spanish, both written and spoken.
- Excellent facilitator, mediator, and coach with experience leading interactive training (including virtually), mediating interpersonal conflicts, and coaching staff at all levels
- Proven success in developing a DEI-informed compensation model
- Experience leading DEI training for staff
- Experience leading human resources in fast-growing organizations
- Experience leading strategic processes with full staff and board, such as articulating team values, desired culture and setting priorities for enhancing employee experience

Hours and Compensation:

- 40 hours, position will include occasional weekend and evening events.
- Salary \$82,136-\$90,350 commensurate with experience.
- Additional benefits include a flexible schedule, paid sick time and vacation time, and flexible working location. Work from home is possible with periodic in-person meetings across MA. We also have access to a shared workspace near BU Central Green Line T Station and will have an office in Lawrence starting in the summer.
- *For a detailed list of benefits go to bit.ly/AIEbenefits*

All In Energy is an equal-opportunity employer who values diversity. In particular, we're dedicated to broadening opportunities for individuals from demographic groups that are historically underrepresented in the clean energy economy. We're committed to building an inclusive workplace culture where talented people of widely diverse backgrounds can thrive. We are actively seeking people who bring diverse backgrounds and perspectives to join us in this work.

To apply, please email a brief cover letter and resume to careers@allinenergy.org with the subject line "Director of People and Culture Application"