

DLCC: Human Resource Manager

Be a part of the team that will be instrumental to the Democratic Legislative Campaign Committee (DLCC) taking back our state legislatures and—by winning crucial redistricting fights—remaking the U.S. Congress to re-enfranchise millions of voters and end the GOP single party rule that’s paralyzing our government.

Our task is no less than to teach a generation of voters about the central role their state legislatures play in their day-to-day lives, and in the shaping of the country.

The mission is to win Democratic majorities and build Democratic power in state legislatures.

Role

The Human Resource Manager is essential to deepening and strengthening our performance focused, people centered culture by managing hiring, performance management systems, development and training, and benefits for DLCC staff. Through these functions, the Human Resource Manger supports our alignment with our organizational strategy and each other. S/he also focuses on maintaining high levels of employee satisfaction, including overseeing the office management function, which ensures a fun, supportive, results focused work environment for the team.

On our team we strive to ensure merit and equality are valued over hierarchy. Results are valued over time at one’s desk. We hire incredibly talented people because we want to benefit from everyone’s perspective, experience and expertise. We invest in our people through a management style that links to our strategy and includes ongoing professional development in a forward-looking, skills-based performance management system with regular, real-time feedback.

Our success depends upon everyone contributing good ideas, taking initiative to solve problems, and working collaboratively across departments. We are working hard to empower and reward these efforts in everyone and the Human resource manager is key to these efforts.

The Human Resources Manager reports to the Director of Operations & Compliance. This position is based in Washington, DC.

The Human Resources Manager is expected to model the values of DLCC:

- Transparency
- Credibility
- Initiative
- Teamwork
- Focus on Results

Responsibilities

Human Resources:

- Liaise with Directors to determine staffing needs and create or adjust job descriptions to be consistent with team needs and compliant with DLCC job description formats;
- Maintains active list of all places to distribute job postings while ensuring a wide distribution to attract a diverse applicant pool;
- Manage posting process for open positions along with the interview process and scheduling;
- Manage notification process for new hires;
- Manage onboarding processes and scheduling ensuring both operations aspects and departments are compliant with the DLCC onboarding process including set up of new employees work stations, phone and autodial attendant set up, office keys and FOB, and creation of new employee information one-pager.
- Assist with the identification and execution of organizational professional development trainings and opportunities.
- Manage and administer payroll and all benefit programs for the organization;
- Perform annual audits of benefit programs for personnel and negotiate any needed changes with employee benefit packages;
- Manage fellowship program including recruitment, hiring process and supervision of fellows;

Performance Management:

- Support staff to consistently and effectively use DLCC performance management tools.
- Ensure timely data entry from performance management forms and maintenance of personnel files.
- Regularly provide draft analysis of performance management data for the organization, by department and for individuals to the Deputy Executive Director and Department Directors
- Work with the leadership team and Deputy Executive Director to assist in developing and implementing an ongoing staff development program;

Office Management:

- Create and ensure the execution of systems that share relevant organizational information with all staff in a timely way.
- Routinely audit the effectiveness of internal communications with all staff.
- Ensure the recognition and celebration of organizational, team, and individual accomplishments and occasions.
- Ensure activities that foster teamwork and strong bonds across DLCC departments.



- Proactively engage staff to ensure that they have the necessary equipment, tools, or support services to execute their roles efficiently.
- Serve as primary contact for building management: report problems and ensure timely resolutions; liaison with building management regarding safety procedures.
- Serve as primary contact with DLCC's IT consultant, phone vendor, Internet vendors, and all other support services that impact the smooth functioning of the DLCC office and staff.

Expected Outcomes

- DLCC recruits a highly talented, diverse work force whose skill and experience match the requirements of their roles.
- DLCC retains a highly talented, diverse work force by providing thoughtful skills development and experiences that encourage employees to stretch themselves and the performance of the organization.
- DLCC offers a highly competitive salary and benefits package.
- DLCC's strengthens its people centered performance culture driven by commitment to our Mission and focused on supporting each other.
- DLCC's performance management systems provide accurate and timely information that supports employee development and organizational performance
- DLCC's office management systems provide a fun, supportive, results focused work environment.
- DLCC staff has the equipment and tools they need to be effective in their roles.

Qualifications

- At least 4 years experience in a Human Resource role in a mission driven organization.
- High comfort level recruiting, retaining, and supporting teams who have a varied work pace and are focused on high stakes, time bound activities.
- Experience with performance management and employee development programs is a plus.
- Experience collaborating across departments, laterally managing and managing up to department directors.
- Experience managing direct reports is a plus.
- Ability to manage multiple projects simultaneously and prioritize tasks accordingly.
- Excellent computer skills, with databases, particularly with Microsoft Excel.
- Exceptional attention to detail.
- Excellent written, verbal, and interpersonal communication skills.



- Willingness to learn and ask questions.
- Ideal candidates should also possess an interest in state legislative politics.

How to Apply

Salary is commensurate with experience and qualifications. In addition, the DLCC offers a generous benefit package as well.

Please submit a cover letter, resume, and professional references to jobs@dlcc.org by September 15, 2017. Please reference "Human Resources Manager" in subject line. Please mention where you saw this post. No calls please.

The Democratic Legislative Campaign Committee (DLCC), is committed to diversity among its staff, and recognizes that its continued success requires the highest commitment to obtaining and retaining a diverse staff that provides the best quality services to supporters and constituents. DLCC is an equal opportunity employer and it is our policy to recruit, hire, train, promote and administer any and all personnel actions without regard to sex, race, age, color, creed, national origin, religion, sexual orientation, gender identity or expression, physical or mental disability, personal appearance, marital status, family responsibilities, genetic information, or any other legally protected basis. DLCC will not tolerate any unlawful discrimination and any such conduct is strictly prohibited.

