

Director, People and Culture

Position Description

The Director, People and Culture at CNT plays a pivotal role in advancing our mission by strategically managing all aspects of human resources to foster a positive and inclusive work environment. This leadership position requires a seasoned HR professional with a passion for the nonprofit sector, a commitment to justice, diversity, equity and inclusion (JEDI) and ethical practices, and a drive to attract, retain, and develop top talent.

Principal Duties and Responsibilities

- Develop and implement HR strategies aligned with the organization's mission and goals.
- Collaborate with senior leadership to ensure HR initiatives support organizational objectives.
- Lead recruitment efforts, from job posting to candidate selection, ensuring a diverse and qualified workforce.
- Oversee comprehensive onboarding programs to integrate new hires seamlessly into the organization.
- Oversee the day-to-day HR operations, including but not limited to payroll administration, benefits management, and employee records maintenance.
- Continuously assess and improve HR processes for efficiency and effectiveness.
- Foster an inclusive workplace culture by championing justice, diversity, equity, and inclusion initiatives that promote a sense of belonging for all employees.
- Work closely with leadership to embed inclusive leadership practices that empower and support a diverse workforce, fostering a culture of respect and collaboration.
- Cultivate a positive and inclusive work environment through effective employee relations practices.
- Address employee concerns, conduct investigations, and implement conflict resolution strategies as needed.
- Design and implement performance appraisal systems that align with organizational goals.
- Provide guidance on performance improvement plans and professional development opportunities.
- Ensure compliance with federal, state, and local employment laws and regulations.
- Design and implement training and development programs to enhance employees' skills and knowledge.
- Foster a culture of continuous learning and career growth within the organization.

Position Requirements

- Bachelor's degree in human resources, Business Administration, or a related field;
- Master's degree or relevant certifications are a plus.
- 5 years' experience in Human Resources
- Proven experience as an HR leader, preferably in the nonprofit sector.
- In-depth knowledge of HR functions, employment laws, and best practices.
- Strong communication and interpersonal skills with the ability to collaborate at all organizational levels.
- Demonstrated commitment to diversity, equity, and inclusion.
- Strategic mindset with the ability to align HR initiatives with organizational goals.

The above is not intended to be an all-inclusive list of the duties and responsibilities for this job, nor is it intended to be an exhaustive list of the skills and abilities required to do the job. Rather, it is intended to describe the general nature of the job. Employees may, from time to time and on an as-needed basis, be required to perform duties outside of the responsibilities listed here.



Salary and Benefits

The salary for this position starts at \$90,000, negotiable based on skills and experience.

CNT offers 20 vacation days, 12 holidays, 10 sick days, and 2 personal days annually, and a competitive benefits package. We respect life-work balance and are supportive of staff with families. CNT permits a flexible work from home practice and will maintain a flexible schedule in the long term. CNT expects all staff to be vaccinated against COVID-19 or be willing to become vaccinated after their hire.

Employment Policy: It is the policy of CNT that all employees are employed at the will of CNT. Continued employment is subject to funding availability and job performance.

Anti-Discrimination Policy: CNT is an equal opportunity employer that does not discriminate against any employee or job applicant based on race, color, national origin, religion, sex, sexual orientation, gender identity, age, disability, veteran status, or marital status. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, termination, promotion, transfer, layoff, leaves of absence, compensation and training.

How to Apply

We are viewing resumes on a rolling basis. Please send cover letter and resume by March 15, 2024 to:

Andrea Ruiz
Center for Neighborhood Technology
17 N State, Suite 1400
Chicago, IL 60602
or email to aruiz@cnt.org

Please write "Director, People and Culture" in the email subject line. No phone calls please.

Diversity Policy

The Center for Neighborhood Technology believes that the diversity of the communities in which we operate is a fundamental strength of our country. Our mission is best fulfilled when we embrace diversity as a value and a practice. View CNT's diversity policy [here](#).



CNT was founded in 1978 to organize residents to challenge harmful environmental practices with a socio-economic lens. Our founders believed in tackling issues directly within communities to elevate residents' living standards and economic opportunities, in partnership with the people who lived there. Since then, we have expanded our work to include equitable transportation systems, inclusive housing strategies, and data informed decision making. Our core capabilities include:

+ Analysis

We are known for rigorous, interdisciplinary analysis of urban and regional problems, both quantitative and qualitative.

+ Engagement & Empowerment

Our staff collaborates with local partners and government leaders, empowering them to improve communities both independently and alongside public institutions.

+ Innovation

We deliver data-informed policy, financial, and technological solutions, leveraging cutting-edge tools and insights to drive impactful change.

+ Community Collaboration

We partner with you to recognize gaps in service and devise innovative strategies to address challenges we discover jointly.

Our bottom-up, data-informed approach to problems produces evidence-based solutions. CNT helps support the creation of equitable, sustainable, and resilient local governments and communities through innovative analysis and solutions. We are proud to be known for building sophisticated data tools, developing online resources to make findings usable, and creating common-sense approaches to planning and sustainable development.

For more about our work see our [overview & capabilities](#).