

EMERGE

Director of People and Culture

The Opportunity:

In the United States, only 25% of high-achieving students from low-income communities apply to the nation's most selective colleges and universities. At EMERGE, we believe that talent is universal, but opportunity is not. Grounded in this belief, EMERGE empowers and prepares high-performing students from underserved communities to attend and graduate from selective colleges and universities across the nation.

It is an exciting time to join the EMERGE team!

EMERGE is embarking upon local and national growth. The Director of People and Culture (DPC) will work within the People, Culture & DEIA team to drive the organization towards its 5-year goal to be the leading college access organization, with a culture that attracts and retains the most talented educational equity advocates. Our areas of focus include creating sustainable systems to for the full employee life cycle, enhancing our culture, and embedding DEIA practices into our organization. This position will report to the Managing Director of People and Culture.

Estimated Start Date: Feb 2022

Salary Range: Salary range starts at \$75,000

Location: Houston, TX. Hybrid work is expected

Manager Relationship: Managing Director of People and Culture

The Role:

Areas of focus for the People, Culture and DEIA team include:

- Talent Acquisition
 - Sourcing, hiring & onboarding
- Talent Development
 - Competency mapping, performance evaluations, professional development, career pathways, rewards & recognition, staff engagement
- Talent Strategy
 - Talent Compensation Systems, measurement & improvement and advancement of a talent-focused culture

- Talent Operations & Systems
 - HR policies & compliance, personnel management, benefits & compensation, HR reporting

Within these areas, the director will have specific work within the following areas:

Talent Acquisition

- Creates a streamlined sourcing and hiring process that allows EMERGE to find the best candidates & be viewed as a “best place to work”
- Support Hiring Managers through the process and create easy to follow systems for hiring and onboarding
- Oversee the onboarding process and ensure it introduces new hires to our values and culture

Talent Strategy

- Work with the MD to rollout a culture “playbook” for EMERGE’s culture, that can grow with the organization and ensure talent strategy and culture position EMERGE as an “employer of choice” for top talent
- Strategize with the MD to create and implement the EMERGE Talent Management System
- Promote diversity, equity, cultural competence, and inclusion as part of the talent strategy

Talent Development

- Oversee Performance Evaluation, working with the MD to understand how we train our people managers and use the evaluation process to grow our talent
- Support People Managers with coaching and promoting a culture that celebrates employee contributions through variety of informal and formal activities
- Set vision for employee engagement, promoting strong culture and inclusive behaviors across teams.
- Organize and plan EMERGE holiday and end of year parties, along with employee engagement events related to staff meetings

Talent Operations & Systems

- Promote high quality HR service delivery aligned with policies, procedures, and regulations
- Oversee implementation of competitive benefit and compensation programs aligned with organization’s talent strategy and culture
- Support the ELT with the development and implementation of Hybrid Operations policies and procedures
- Promotes use of talent & DEIA metrics and reports to inform talent strategy

Team Management

- Oversee the Manager of People and Culture in execution of tasks related to hiring, onboarding, staff engagement and DEIA

The Person:

Strategic Thinker & Problem Solver

- Uses "out of the box" thinking to improve or enhance our processes; shares learnings with others and encourages the team to keep innovating and moving forward

- Actively develops systems, policies and procedures to create long term change
- Prioritizes daily, weekly, monthly and quarterly actions for self and team to meet annual goals; delegates actions appropriately across team

Relationship Builder

- Builds trust with their team and the broader team to foster a collaborative culture, engage in healthy conflict and discussion, and produce stronger outcomes as a result
- Motivates and empowers the team to drive towards a common goal; celebrates wins and fosters an attitude of gratitude
- Engages with direct reports and broader team in coaching and feedback conversations; facilitates development of team
- Spends time growing their network and knows when to engage stakeholders during the problem-solving process

Strong Communicator

- Communicates proactively and effectively to ensure alignment up, down and across the organization
- Seeks input from the right sources ahead of major decisions or changes being rolled out by the Operations team; provides or seeks clarity when unclear or in disagreement
- Proactively communicates decisions and “need to know” information to the direct team and the broader team

Ideal Candidate will have:

- Bachelor’s degree is highly preferred
- 7+ years professional experience, with a focus on HR, Culture or People initiatives
- 3+ years of experience leading a team
- Experience developing talent and workforce strategies and policies
- Exceptional interpersonal skills
- Exceptional project management skills
- Exceptional communication skills

Who we are:

At EMERGE, we live by our Core Values:

- Equity grounds us
- Diversity defines us
- Talent mobilizes us
- Meaningful relationships fuel us
- Results distinguish us

Founded in 2010, EMERGE is a college access organization changing the life trajectories of thousands of students across the Houston area. Since its inception, EMERGE has grown from serving 14 students across four high schools, to serving over 1,600 high school students across five school districts. We also serve over 1,400 college scholars at over 100 selective colleges and universities across the country.

The EMERGE nonprofit is a partner to EMERGE Houston ISD, EMERGE Spring Branch ISD, EMERGE Spring ISD, EMERGE Aldine ISD, and EMERGE Klein ISD.

As EMERGE's impact has grown, our nonprofit team has grown to over 40 staff members. You will be joining an energetic, passionate team of individuals working to propel Houston's top talent upwards and onwards.

What we offer:

Compensation

At EMERGE, we aim to enact our core value of "equity grounds us" within our compensation practices to ensure a competitive and equitable salary & benefits package for all employees. Our salary bands are established to accommodate growth within the role and varied experience levels at the point of hire. Based on historical data, we anticipate most candidates will begin their time at EMERGE at the lower end of the salary band. Yearly increases are based on the impact and scale of your role, along with external market factors.

Health Benefits

EMERGE offers comprehensive medical, dental, and vision coverage. EMERGE also provides short-term and long-term disability insurance, along with life insurance.

Retirement Planning

Eligible employees may participate in EMERGE'S 403(b) plan. EMERGE will match 100% of eligible contributions up to 3 percent of your gross earned salary.

Paid Time Off

Eligible employees have access to 27 Paid Time Off days for the year upon their first day of employment. EMERGE is closed for 18 holidays.

Professional Development

Eligible employees are awarded a stipend for role relevant professional development opportunities as well as access to internal EMERGE development tracks as they are offered.