

Job Opening: Director of Human Resources

Are you a collaborative leader, a champion for equity? Do you love talent development and change management? In this new Director of HR position, you'll shape the HR department, and bring outsourced HR in-house. The successful candidate will embody our organization's core values of Collaboration, Authenticity, Excellence, Innovation, and Equity.

About ChangeLab Solutions

Since its founding in 1996, ChangeLab Solutions has played a major role in transforming public health practice through its dynamic interdisciplinary approach to policy, systems, and environmental change.

Based in Oakland, California, ChangeLab Solutions has an operating budget of nearly \$10 million and is led by a national board of directors. Its multidisciplinary staff of nearly 60 specializes in law, public health, land use planning, housing, transportation, education, parks, economics, government finance, and more.

Key Responsibilities

This full-time exempt position reports to the CEO with dotted-line accountability to the Chief of Staff.

Recruiting, Retention, and Talent Management (50%)

- Partner with other leaders and develop strategies for retention, promotion, succession, and compensation
- Coach managers on employee relations issues; serve as a sounding board for staff at all levels
- Oversee recruiting process to ensure ChangeLab Solutions remains a great place to work!
- Ensure the performance review process is productive, and aligns with goals and organizational priorities
- Lead manager training, new employee orientation, and inclusion and diversity efforts

HR Operations (40%)

Manage and oversee all HR initiatives, systems, and functions

- Oversee benefits, compensation, employee engagement, compliance, and leaves of absence;
- Supervise HR team and oversee HR budget;
- Handle risk management issues; ensure compliance with HR legislation

Leadership (10%)

Actively participate on the Management Team.

Required Education, Experience, and Skills

- At least 8 years' experience in senior HR positions, preferably in multiple nonprofit settings
- Bachelor's degree; or equivalent work experience
- Strong written and verbal communication skills
- Strong computer skills and the capacity to learn and master new systems

Compensation, Benefits, and Perks

ChangeLabSolutions

- Full-time, exempt position; salary range of \$95,000-\$115,000 per year
- Rich benefit plans including generous PTO, 10 holidays per year, December Holiday , medical, dental, and vision, premiums paid 100% for employee; life and long-term disability insurance; 403(b) with 5% employer contribution; \$100/month public transit subsidy; flexible spending accounts; and professional development funds
- Office 2 blocks from 19th Street BART in uptown Oakland

[How to Apply](#)

Email resume and cover letter to jobs@options4growth.net.