

Vice President of Human Resources Jubilee Housing



Status: Full-time, exempt employee
Salary: Low \$100's
Reporting: Chief Operations Officer
Location: Washington, DC
Deadline: Resume reviews begin immediately. Apply by August 19 for best consideration.

About Jubilee Housing

Founded in 1973, Jubilee Housing (Jubilee) is an award-winning nonprofit that provides high-quality affordable housing and holistic support to people experiencing persistent economic hardship in the Adams Morgan and Columbia Heights neighborhoods of Washington, DC. Its mission is to build diverse, compassionate communities that create opportunities for everyone to thrive.

In a city whose rapid development and prosperity is widening racial wealth gap, Jubilee's focus is *justice housing*, defined as deeply affordable housing with wrap-around programs and services located in thriving neighborhoods. With 10 properties and 299 units in northwest Washington, clients consist of households exiting homelessness, workers earning minimum wage, seniors, people with disabilities, and those returning from incarceration. Jubilee is committed to providing housing and services, as well as working at the system level to overcome persistent patterns and impact of racial inequity.

In the past few years, Jubilee has entered an exciting period of strategic growth. A 30% expansion is underway, which includes 120 new homes with dedicated buildings for returning citizens and families. Jubilee's team is growing to support this expansion, with family support services, property management, real estate development, and administrative support. To learn more about Jubilee Housing, please visit: www.jubileehousing.org.

Position Overview

The Vice President of Human Resources (VP of HR) will provide strategic leadership for Jubilee's ability to attract, develop, and retain effective employees. They will work alongside a talented team to build an organizational culture that equally values results and mutual respect. Jubilee Housing employs 50 people across administration, external relations, family services, youth education, finance, property management, real estate development and more.

The VP of HR reports to the Chief Operating Officer and has a consultative relationship with the Chief Executive Officer. They serve as a member of the senior leadership team and supervise a Director and a Coordinator of Human Resources & Administration. Their departmental budget is approximately \$750k.

The VP of HR is responsible for aligning all human resource (HR) functions and will partner with leadership to strategize and facilitate work plans for Jubilee's expansion. This role advances the organization's commitment to *justice housing* by developing and refining systems and

processes, helping the team balance vision and operations, prioritizing organizational structure and incorporating new technology.

The ideal candidate will have passion for Jubilee's mission, excellent interpersonal skills, and can communicate complex matters with clarity and confidence. The VP of HR's early focus will be implementing the newly adopted performance management system to facilitate the organization's rapid growth. At the same time, the HR team will foster a culture of accountability, high performance, and positive morale that recognizes each employee's personal value and individual contribution to achieving Jubilee's mission.

Jubilee Housing's administrative headquarters is in Adams Morgan. The majority of the team works remotely. They will transition to a hybrid workplace this summer and hope to return to the office this fall with flexible work arrangements.

Key Responsibilities

The next VP of HR brings a balanced approach to vision and operations. They have capacity for organized, focused work; manage multiple projects under tight deadlines; and maintain an openness to changing situations and opportunities. Specific areas of responsibility include:

- Oversee all HR efforts with direct responsibility for talent acquisition, compensation and benefits strategy, professional development, and employee relations.
- Lead implementation of strategic planning goals associated with human resource capacity and administrative infrastructure.
- Update and fine tune HR systems and processes (e.g., recruiting, hiring, professional development, performance evaluation, benefits and compensation) through an equity lens.
- Advise CEO and senior leaders on key organizational, managerial, and cultural issues, including guidance on hiring processes and decisions.
- Ensure compensation and benefit plans are consistent, competitive, and cost effective.
- Promote employee well-being, belonging, and positive relations with recognitions, rewards, and team-building opportunities that align with Jubilee's values and mission.
- Establish a cohesive, organization-wide training and development plan that corresponds to Jubilee's strategy and objectives. Advise managers on professional development and coordinate internal departmental training.
- Develop a comprehensive system for employee performance management that includes annual performance review and goal setting process. Support supervisors to implement performance management processes.
- Provide guidance, counsel, training, and resolution on personnel matters such as performance challenges, peer conflicts, and personal issues.
- Implement policies and strategies that reflect Jubilee's goals for equity, diversity, and inclusion. Create and track metrics to assess the effectiveness of these initiatives. Report on progress and make recommendations for adjustments.
- Oversee EEO compliance with applicable laws and regulations.
- Develop and manage departmental budget and partner with senior leaders to ensure human capital needs are reflected in their departmental budgets.
- Set departmental goals and measure performance for effectiveness and success.
- Perform other duties as assigned.

Experience, Skills and Qualities

This position is a challenging and rewarding opportunity that requires a diverse set of skills and experiences. While we understand that no single candidate can possess every qualification listed below, the following are priority areas:

- Passion for Jubilee's vision, values, and mission of building diverse, compassionate communities that create opportunities for everyone to thrive.
- 5+ years of combined work experience in nonprofit and/or human resources.
- Educational and/or professional experience in settings connected to affordable housing and community development preferred, but not required.
- English fluency required. Working proficiency in Spanish is considered a plus.
- A record of supervisory experience effectively managing a small team.
- Exceptional listening skills and adept at building relationships across all levels.
- Demonstrated experience working on issues related to justice, equity, diversity, and inclusion. Eager to challenge and influence peers to work through an equity lens.
- Strong organizational and project management skills with attention to detail and the ability to manage multiple projects on different timelines.
- Ability to prioritize multiple projects while working with multiple individuals and teams.
- Comfortable in addressing conflict, diffusing disagreement, and building consensus.
- Fortitude for challenges that accompany organizational change and growth.
- Outstanding interpersonal and communication skills. A successful record influencing and directing a wide range of diverse stakeholders.

Working Conditions

Jubilee Housing is committed to access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, services, programs, and activities. This position requires sitting and/or standing for several hours at a time, repetitive motion activities including typing on a computer keyboard, frequent communication via telephone and/or digital communication tools. The VP of HR may occasionally be called upon to perform a variety of physical tasks, such as pushing, pulling, and lifting up to 20 pounds unassisted. Contact Kessa Thompson (kessa@good-insight.org) to request reasonable accommodations.

Compensation

The salary for this role has been budgeted in the low \$100's. Jubilee offers health, vision, and dental insurance, short- and long-term disability and life insurances, paid vacation, sick leave, holidays, transportation stipend and a matched contribution retirement plan.

Application Process

Jubilee Housing has retained the services of Good Insight, a national executive search firm serving small nonprofits, to conduct this search. Interested applicants should submit a resume and a cover letter that describes their interest in and qualifications for this role. Visit www.good-insight.org/careers to upload application materials. Direct confidential inquiries to Ginna Goodenow-Schirf or Kessa Thompson at JubileeHousing@good-insight.org.

Resume reviews begin immediately. For best consideration, apply by August 19, 2021. Early applications are encouraged due to the pace of the search.

Equal Employment Opportunity

Jubilee Housing bases employment decisions on each person's performance, qualifications, and abilities. It does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, sexual orientation, national origin, age, disability, or characteristics

protected by District of Columbia and federal law. All employment offers are contingent upon satisfactory proof of eligibility to work in the United States. Depending on the job, a background investigation, credit check, drug test or driving record may be required.