

## ORGANIZATIONAL BACKGROUND

National Housing Trust (NHT) has been dedicated to creating and preserving affordable housing for over 30 years. Our mission is to create and preserve affordable homes to provide opportunity, advance racial equity, reduce economic disparities, and strengthen community resilience through our integrated policy-plus-practice approach. We build, preserve, finance, and/or manage more than 4,000 affordable housing units across the mid-Atlantic region, and use that expertise to inform and advance resident-focused solutions to strengthen the broader affordable housing industry.

NHT has a staff of 50+ across five program areas: Policy, Lending, Real Estate Development, Community Outreach and Impact, and Sustainability. Our hallmark is our cross-functional, integrated approach to innovating, demonstrating, and amplifying solutions to the affordable housing crisis in the U.S.

## POSITION

NHT is seeking an experienced Senior Director of Human Resources (HR) to lead the development of its internal employment and HR operations. The Senior Director of HR will provide strategic leadership and guidance in HR practices that reflect the organization's mission and values, support its goals, achieve objectives, and positively engage staff.

The Senior Director of HR is a member of NHT's senior leadership team comprised of the CEO, CFO, and the organization's program leads. The Senior Director of HR leads the Operations and Human Resources (OPHR) and has between two and four direct reports. This is a new position and reports to the CEO.

This position is DC-based and qualifies for a hybrid work schedule, working a minimum of two days per week (Tuesday and Thursday) at NHT's corporate office.

## RESPONSIBILITIES

### ORGANIZATIONAL LEADERSHIP AND STRATEGY

- Work with the senior leadership team to inform and guide NHT's strategic plan.
- Provide strategic recommendations based on broad and current subject matter knowledge and understanding of employment laws and regulations, industry trends, best practices, and new developments.
- Actively participate as a thought partner with the CEO and senior leadership team to co-create strategic and organizational decisions and provide peer support.
- Lead strategic efforts in human resources and culture.
  - Evaluate current practices and programs alignment with strategic plan.
  - Foster a success-oriented, accountable, collegial environment within the organization.
  - Make decisions that ensure management and operational effectiveness, including establishing policies that promote NHT's culture and vision.
  - Develop initiatives which advance a diverse, equitable, and inclusive culture, valuing differences and creating a sense of belonging.
  - Prioritize and implement HR initiatives necessary to achieve organization's goals.

### OPERATIONS AND HUMAN RESOURCES

- Serve as the organization's lead of Operations and Human Resources, directing and overseeing the work of the OPHR Team. Structure and develop the team to provide maximum benefit to the organization. Provide leadership to improve efficiency and effectiveness while also building team capabilities.

- Leads employee relations solutions. Oversee performance issues, grievances, and other HR-related concerns and issues.
- Evaluate succession needs of the organization and develop plans to prepare staff for more significant responsibilities.
- Work with hiring managers to evaluate and identify staffing needs. Conduct job research and analyses and provide guidance in job description creation. Manage the classification of job titles and salary brackets.
- Lead the compensation and performance appraisal processes- guiding development of salary ranges, determining starting salaries, and establishing guidelines of promotional increases.
- Develop and monitor people-related policies to ensure their fair and consistent application, and compliance with applicable federal, state, and local laws and best practices; continuously evaluate to identify opportunities for improvement.
- Evaluate, develop, and oversee all HR programs and practices - such as employee recognition, annual bonuses, training/development, talent acquisition, performance management, and compensation. Ensure HR's ongoing support of the organization's goals and continued growth.
- Develop progressive compensation and benefits programs to provide motivation, recognition, and rewards for effective performance and to retain top talent. Evaluate and oversee all benefits negotiations to provide an attractive and competitive package.
- Provide oversight for the administration of the organization's benefits to maintain compliance with applicable laws and requirements.
- Develop HR performance and accountability metrics. Track progress and report activities to senior leadership team and Board.
- Plan and implement annual OPHR budget.

## DOES THIS SOUND LIKE YOU?

This position is an extraordinary opportunity for a committed and emerging leader with at least 10 years of experience. Candidates will ideally have experience in nonprofit affordable housing. Other qualifications include the following:

- Bachelor's or master's degree in human resource management or related field, or any equivalent combination of experience and training that provides the required knowledge, skills, and abilities.
- At least 10 years of broad-based HR experience, minimum of 5 spent at a management level.
- Thorough knowledge of HR functions, employment-related laws and regulations, and applicable best practices and trends.
- Professional certification (e.g., PHR, SPHR, SHRM) preferred.
- Advanced listening, written, and oral communication skills with an ability to articulate a clear and compelling vision.
- Ability to creatively drive results with limited resources.
- A team-oriented leader with a collaborative approach.
- Exceptional interpersonal skills that foster trusting working relationships with a diverse group of individuals.
- Excellent planning and organization skills, with a high level of attention to detail.
- Strong computer aptitude skills, including knowledge of Microsoft Office 365 Suite.
- Experience and interest in metrics and analytics.
- Commitment to justice, equity, diversity, and inclusion.
- Commitment to NHT's mission, including a deep dedication to assisting low-income families.

# Senior Director of Human Resources

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## COMPENSATION

Salary and benefits are competitive and commensurate with experience. The minimum, median, and maximum salary range for this position is \$125,800, \$167,700, and \$209,700, respectively.

## JOIN US

[Apply for this job through BambooHR.](#) No phone calls, please.

NHT is committed to providing equal employment opportunity in all our employment programs and decisions, including, but not limited to recruitment and hiring. Equal employment opportunity is provided to all employees and applicants for employment without regard to race, color, religion, creed, sex, national origin or ancestry, age, marital status, personal appearance, sexual orientation, gender identity or expression, family responsibilities, political affiliation, disability, matriculation, genetic information, covered veteran's status or any other protected characteristic under federal, state, or local law. BIPOC applicants, women, and persons with disabilities are especially encouraged to apply.