



Director of Human Resources and Staff Experience
Campaign for Southern Equality
Full time staff position

About Campaign for Southern Equality:

The Campaign for Southern Equality (CSE) is working to build a South where LGBTQ people are equal in every part of life. A South where your zip code doesn't determine your rights. Where all of us are free to be who we truly are and love who we truly love. CSE's work is rooted in commitments to empathy, equity, and nonviolence. At this unprecedented time of anti-LGBTQ attacks – and as public support for LGBTQ equality across the South and nation continues to grow – CSE is meeting the moment through a combination of rapid response work and longstanding programs that include direct services, advocacy, organizing, grassroots grant making, research, and public arts. CSE is based in Asheville, NC and works across the South. Learn more about our work and current priorities at www.southernequality.org.

Position Summary:

The Director of Human Resources and Staff Experience is a new position that will play a critical role at CSE, creating a positive experience throughout the employee life cycle, from building diverse talent pipelines and running a rigorous, equitable hiring process, to managing HR systems and compliance, to advancing our equity commitments, to ensuring that remote, hybrid and in-person work arrangements are thoughtfully designed and supported, to supporting staff growth and development throughout their time at CSE.

We believe the most meaningful HR work is people-centered, relationship-driven and grounded in our mission, values, and core commitments. This role expands our capacity to fulfill our mission by strengthening employee support, improving HR operations and helping ensure our practices remain equitable, responsive and compliant. This role will also work closely with our staff on both equity and organizational culture initiatives. The ideal candidate is highly organized, responsive, collaborative, and comfortable managing multiple priorities. They are a seasoned leader, bring strong judgment, attention to detail, and the ability to balance empathy with accountability.

Location:

This position can be remote, or hybrid based out of our office in Asheville, NC. If working remotely, the person in this role will need to commit to traveling to the Asheville office or other work locations occasionally with travel costs covered by CSE. Since CSE's work is primarily concentrated within the Southeast, the Director of Human Resources will need to live regionally within the Southeast.

Key Responsibilities

HR Management

- Foster effective internal communication and systems to ensure staff feel informed, heard, and connected to the organization's mission, including best practices related to supporting remote, hybrid, and in person work.
- Streamline and improve people processes including onboarding, performance management, and feedback loops by strengthening current systems and as needed developing and implementing new HR systems.

- Provide strategic HR guidance by partnering with leadership to align people strategies with organizational priorities, such as our equity commitments, rapid response work, and organizational culture initiatives.
- Act as a trusted advisor to staff and leadership, offering guidance and support on conflict resolution related to formal or informal complaints, team dynamics, and organizational alignment.

Human Resources Administration and Compliance

- Oversee employee lifecycle, including hiring, onboarding, retention, and transitions, contributing to a smooth and supportive experience throughout employees' tenure with CSE.
- Support staff and supervisors with questions regarding benefits enrollment, benefit functions, and workplace policies and procedures as needed.
- Facilitate internal communications regarding benefit updates and changes.
- Create, operationalize, and maintain policies and procedures for federal, state, and municipal compliance, including but not limited to ADA compliance, EEO regulations, employee leave, internal investigations, and other legal compliance matters (with support from legal counsel as needed).

Staff and Organizational Culture

- Partner with CSE staff to design and implement programs and practices that promote staff engagement and job satisfaction.
- Champion leadership and professional development by strengthening frameworks for training, skill-building, and career progression.
- Partner with staff to design and implement organizational culture initiatives that sustain an equitable, mission-driven, and values-driven workplace culture and also foster a culture of recognition, connection, belonging, and continuous learning and growth.
- Serve as a liaison to CSE's Equity Team which embeds and monitors equity principles into the organization's practices, policies, and culture.

Key Qualifications & Experience

- Proven track record of managing fundamental HR practices, compliance expectations, documentation standards and escalation principles, with respect for labor law and the ability to recognize when additional guidance is needed.
- Significant experience (5+ years), particularly supervising professional staff in a fast-paced environment, in areas including but not limited to Belonging, Equity, Diversity, and Inclusion, operations, human resources, strategic planning, nonprofit financial management, and/or nonprofit governance. Experience in a grassroots nonprofit environment is a plus
- Proven ability and a vision for building an equitable, diverse, and inclusive workplace, where all staff feel a sense of belonging in both a remote and in-person environment.
- Readiness to drive the selection and implementation of a new HR Platform for staff (e.g. Rippling).
- Digital fluency and comfort working with current HR systems, databases and remote collaboration tools (such as Google Suite and Slack).

Operational Effectiveness

- **Manages a high volume of work with efficiency:** Has, or can create, a system for keeping tasks from slipping through the cracks. Able to juggle competing demands and prioritize without sacrificing quality. Plans backwards to make deadlines. Asks for help when needed.
- **Creative Solver:** Willingness and excitement to think outside the box to ensure organizational values, especially those related to diversity, equity, and inclusion, are reflected in operational work and staff experience.
- **Relentless improver:** Experience in improving organizational systems and preparing departments to utilize them with rapidly shifting organizational demands. A self-starter with a strong initiative who, beyond directing current systems, has the willingness to identify additional processes that could be streamlined and the skills to realize that vision

Skills & Emotional Intelligence

- **Relationship Builder:** Builds authentic relationships across lines of difference, such as race, ethnicity, sexual orientation, class, ability, gender identity, citizenship status, or other identities. Enthusiasm for meeting and engaging with staff. Able to put people at ease, especially across lines of difference. Listens closely to understand needs or concerns and takes action based on that input.
- **Emotional Intelligence:** Meets people where they are and adapts their approach; quickly digests team dynamics and is able to “read the room”; aware and sensitive to individual needs, creating conditions for people to engage at their best.
- **Coach and learning mentality:** Helps others grow. Uses coaching, training, and feedback to develop others and support problem-solving. Seeks and engages well with feedback.
- **Culture Builder:** Proven track record of creating, modeling, and operating within team cultures that allow people to do their best work, feel safe and supported, and a sense of belonging.
- **Trustworthy:** Treats people with respect. Keeps commitments and inspires the trust of others. Works ethically and with integrity. Demonstrates a high degree of professionalism in handling confidential and sensitive issues.
- You thrive while working collaboratively in a remote or hybrid team environment
- You bring a sense of humor and joy to all that you do.

Compensation:

The salary range for this position is competitive, starting at \$90,000, and is commensurate with experience. CSE’s benefits and compensation structure reflect our commitments to pay equity and to offering competitive packages within the nonprofit sector.

How to Apply:

Send resume and cover letter to Jasmine Beach-Ferrara, Executive Director, at HRDirectorSearch@southernequality.org with the subject line “Application for Director of HR and Staff Experience.” Applications are accepted on a rolling basis, with the expectation that the initial round of interviews will begin the first week of November.

We are excited to hear from candidates with a diverse range of relevant lived experience and community-based, educational, or professional experiences. Individuals who are transgender and BIPOC are particularly encouraged to apply.

Commitments to Equity and Non-Discrimination Policy:

CSE is committed to the values of equality and equity in employment and programming. CSE does not discriminate on the basis of race, color, national origin, ancestry, sex, disability, religion, age, sexual orientation, gender expression, gender identity, or veteran status in its hiring practices, programs, services or activities.