



The Community Foundation for the National Capital Region is currently seeking an enthusiastic and creative Director of Employee Engagement who will have the opportunity to build a best-practices human resource function that is proactive, participative, responsive and innovative. This role will also support the Foundation's focus on strategically building its capacity to provide a more effective platform for civic engagement, facilitating collective leadership, and cultivating a repository of progressive knowledge to meet the challenges facing the community.

### **Primary Duties:**

The Director of Employee Engagement will be responsible for administrative operations, on-boarding and orientation of new hires, HR compliance, developing initiatives to enhance staff engagement and internal knowledge sharing. The ideal candidate will also administer other HR programs, procedures, and processes that enhance the Foundation's culture encouraging growth, transparency, responsibility, and autonomy.

### **Qualifications:**

- Bachelor's degree in a related field and a minimum 5-7 years of relevant HR-related work experience. Human resources professional certification (PHR, SPHR, GPHR) helpful.
- Minimum 5 years of experience working in a nonprofit organization, preferably with some experience in dealing with foundations.
- Knowledge of applicable state and federal employment laws and standards.
- Strong interest in philanthropy, community development or nonprofit sector/community work as evidenced through education, previous jobs, and/or volunteer experience.
- Demonstrated ability to proactively interface effectively with all levels of the organization with a strong customer service focus.
- Experience working with people from a diverse range of cultures and backgrounds and with promoting equity and inclusion in the workplace.
- Keen sensitivity to confidentiality needs.
- Strong administrative skills, including accurate and timely preparation of reports, time management, and organization.
- Exceptional presentation, written, oral and interpersonal skills.
- Strong ability and desire to work in a team environment.
- Excellent planning and organizational skills, ability to manage multiple tasks and priorities.
- Expertise with HRIS systems and Microsoft Windows Suite (Word, Excel, Power Point and Outlook).



- Entrepreneurial, creative, high-energy and intellectually curious candidates who are flexible, willing to learn, and have a sense of humor are encouraged to apply.
- Ability to build, analyze and communicate relevant HR metrics.

### **How to Apply:**

Interested parties should submit their resume via email to [NASConsult@outlook.com](mailto:NASConsult@outlook.com), with the position title, Director of Employee Engagement, in the subject line.

*The Community Foundation for the National Capital Region is an Equal Opportunity / Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, or protected veteran status.*