

## About Fork Office and the Entities

Fork Office is home to a group of social change and peacebuilding organizations, including the nonfiction media company Fork Films and storytelling and movement building nonprofit Peace is Loud, and the Daphne Foundation. Fork Office provides support in the areas of strategy and planning, human resources, fundraising, technology systems, communications, and facilities to support the entities in delivering on their missions and visions.

## The Opportunity

Fork Office is seeking to add a new member to their senior team who will lead Human Resources strategy and operations. The Director of People and Culture is a reimagined role designed to create a central source of Human Resources support and partnership, including HR infrastructure to meet operational needs, a consistency of practices to support growth, and organizational strategy to support ongoing culture change work for Fork Office and its associated entities. The Director of People and Culture will manage an HR Coordinator, a new position.

An experienced HR professional, the Director of People and Culture will partner and collaborate with Fork Office and entity leadership and team members at all levels to deliver and promote best practices in people management and development; HR Operations; Organization Development; Diversity, Equity and Inclusion; Talent Acquisition; Compensation and Benefits; and HR Analytics.

## Some of What You'll Do

### Lead HR Strategy

- Design and lead initiatives to foster and strengthen office culture and values including culture change work
- Provide thought leadership and counsel to the organization and its senior leaders
- Define and communicate the goals and plans for HR to meet the needs of a central source of HR support and partnership and reflect new developments in HR
- Promote the role of HR as a resource to all team members in their day-to-day work and career management

### Lead DEI Initiatives and Culture Change Work

- Develop budget and resource allocation for culture change initiatives (e.g. staff training, coaching, and workshops)
- Support implementation of culture change strategies including racial affinity groups, shared trainings and other strategies that contribute to operationalizing racial and gender equity
- Support alignment of organizational values with each entity via Fork Office's Employee Resource Groups ("Culture Club")

### Support Employee Lifecycle

- Collaborate with senior and entity leadership to understand the organizations goals related to staffing, recruitment and retention and manage the recruitment process ensuring that the organization and its entities attract a highly diverse and talented staff.
- Design and regularly refresh a new hire orientation and onboarding program that describes each entities' unique goals and missions and the connective tissue of Fork Office, its entities' stories and its culture.
- Develop Talent Strategy and Talent Management, including management and leadership development and performance management.
- Develop leaders to best support staff performance, growth and learning so that everyone is positioned to make their greatest possible contribution to the mission of the organization
- Build and manage an effective performance management system that supports clarity and expectations of feedback including 360 evaluations of senior leadership.
- Partner with managers throughout the organization to support strong performance across the organization, including supporting the development of supervisory skills and continually building managers' effectiveness in growing, mentoring, and retaining highly effective staff members.

### Manage HR Operations

- Oversight of compensation system and continuous refinement of benefits offerings, including managing a Human Resources Information System (HRIS) effectively, drafting and approving company HR policies and employee handbook language, and ensuring ongoing best practices in recordkeeping and policy implementation
- Manage HR Coordinator responsible for benefits and payroll administration and communication and compliance
- Provide employee relations advice and management, including conflict resolution
- Coordinate Fork Office wide values-aligned trainings and development planning e.x. Sexual Harassment Prevention, Communication & Conflict Mediation.
- Ensure compliance with employment laws and requirements for all Fork Office and its entities and track changing guidelines (NY State/City & States where entities employ staff and/or Independent Contractors) providing guidance and recommendations to entity staff and leadership
- Oversee HR communications and company-wide HR announcements

### Develop HR Analytics

- Introduce perspective and design structure around compensation philosophy and programs using analysis, best practices and current trends to meet needs and support values.
- Deliver regular reports and analysis to support decision making.

## **The Experience You Bring**

The Director of People and Culture must be skilled in HR initiatives and program design and implementation; meeting facilitation; employee relations; conflict resolution; talent management; and HR administration and communications, including:

- 8 - 10 years of experience managing the foundational programs: performance management, employee relations, comp and benefits, talent acquisition, learning and development, compliance, and HR communications
- Experience with conflict resolution and/or restorative practices
- Experience providing HR support through organizational change management
- Experience managing DEI initiatives and driving culture change, and an understanding in building inclusive and engaged workplaces
- Experience with non-profit and for-profit mission driven organizations
- Experience with film production HR preferred, and/or a clear willingness to actively research and learn about HR needs pertaining to the film production space
- Connected and active in HR networks. Understands HR trends, effective, innovative programs, and how to apply them
- Technology savvy; makes use of technology and systems to manage HR programs and information

## **How You Work**

### Trusted Partner

- A trusted confidant and partner to managers and all staff; must walk in the intersecting space of management partner and an employee advocate
- A diplomat and ambassador who develops strong relationships; skilled in conflict resolution, and how to help people communicate and resolve differences
- Demonstrated experience supporting multiracial, multigenerational and multicultural organizations. The ability to work respectfully and gracefully with people of a range of diverse backgrounds.

### Strategic Leader

- A proactive strategic thinker as well as an "I'm on it" reliable responder
- Connects the dots to see the big picture while managing the details

### A Collaborative Team Member

- A collaborative work style that enables partnership and engagement with others at all levels of the organization, as well as with key external partners.
- Lead with an attentiveness to employee morale and development
- Responsive and attentive to the needs of the organization
- An excellent communicator - orally and in writing
- Actively contributes to the team goals, shares information openly and includes others in processes and decision making
- An experienced community builder who brings people together with common goals and values

### **Fork Office Values**

By recognizing, nurturing and embodying the values of dignity, collaboration, commitment and integrity, we aim to uphold and work towards a culture of peace, love and justice, both within our workplace as well as through our work extending to the outside world.

It is the policy of Fork Office to ensure equal employment opportunities to all qualified persons without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran

### **How To Apply**

Please send a pdf version of your resume and cover letter to: [careers@forkoffice.com](mailto:careers@forkoffice.com)