



DIRECTOR OF HUMAN RESOURCES

JOB DESCRIPTION

FULL TIME, IN PERSON, DALLAS, TX

Who We Are

United to Learn (U2L) is a Dallas-based education nonprofit with a stated mission of changing lives by transforming the relationship between schools and community. United to Learn is focused on accelerating student achievement across 75 Dallas ISD elementary schools, and growing purposeful leaders through partnerships with businesses, high schools, colleges, faith-based organizations, and engaged individuals and groups. Together we work to create a united, thriving community. Learn more about the organization [here](#).

The Role

United to Learn's Director of Human Resources supports the organization's mission and programs by ensuring our staff is thriving and has the infrastructure required to accomplish our collective goals. This role is responsible for providing a full life-cycle of HR support from recruiting and orientation to performance reviews and professional development, compensation and benefits and sustaining the culture and retention goals of the organization.

Our values underpin everything we do. The Director of Human Resources is expected to consistently demonstrate United to Learn's core values.

- **Optimistic:** We believe that with the right resources all children can achieve greatness
- **Nimble:** We respond flexibly and creatively through active listening
- **Culturally Competent:** We build a positive understanding of diverse perspectives
- **Collaborative:** We respectfully and empathetically work to learn from each other and build coalitions
- **Effective:** We use evidence-based practices for high-impact results

Reporting Structure

The Director of Human Resources reports to the Chief Operations Officer and has management responsibility for all HR functions as related to the full staff of United to Learn. The operations team includes an HR/Office manager and a Director of Operations. Collaboratively, this department supports the overall efficiency and effectiveness of the organization.

Essential Competencies

Functional Excellence

- Manage end-to-end talent management processes, including recruitment, interviewing, orientation, talent development, and offboarding working alongside hiring managers and senior leadership
- Lead with processing of new hires, including new-employee background checks, I-9 Verification and orientation
- Responsible for bi-annual performance review process, including data analysis and preparation of summary reports utilized for compensation and performance review discussions
- Administer benefits plans, including enrollment, changes and termination; reconcile benefits statements
- Responsible for preparation of biweekly payroll in coordination with the Director of Operations
- Conduct research and make recommendations for HR policies and processes based on industry best practices, including managing Employee Handbook updates
- Conduct annual audits of payroll, benefits and other HR programs, including benchmarking studies and analysis of overall compensation and benefits packages offered
- Responsible for maintaining HR systems and databases and related reporting
- Support full team with all HR related questions and needs
- Integral part of the overall culture, equity and belonging of the organization, including retention goals and providing support to U2L "Sunshine" initiatives, which support staff cohesion and belonging

Sector Knowledge

- Strong commitment to public education, student achievement, and the mission, vision, and values of U2L
- Advanced knowledge of Dallas ISD goals, priorities, assessments, and personnel structure and U2L schools
- Advanced knowledge and ability to teach others about Dallas public education sector and collaborative organizations

Project Management

- Ability to nimbly adjust priorities and manage multiple tasks while working collaboratively with internal and external stakeholders
- Contribute to project vision and goals; oversee project plan and team members for timely completion across workstreams
- Promote consensus among organizational stakeholders when proposing new initiatives

Communication

- Excellent written and oral communication
- Deliver well-organized, persuasive presentations and reports to varied internal and external audiences
- Use discretion while communicating sensitive information

Relationship Management

- Demonstrate effective interpersonal skills, and build trust and belonging internally and externally
- Develop own senior level network of contacts and coach others on how to build and maintain a network of contacts internally and externally

People Development

- Oversee, coach, and manage direct reports; provide strategic guidance and performance feedback; maintain regular 1:1s; deliver timely mid-year and year-end conversations
- Take a leadership role in recruitment, retention, and management of talent within function and within organizational budget, in collaboration with function chief and HR
- Set and exemplify tone and culture of U2L, exhibiting professional, welcoming demeanor with all colleagues and volunteers

Technical Excellence

- Lead and oversee data analysis
- Challenge assumptions and ask questions to evaluate data
- Critically examine all initiatives and programs with eye toward improvement
- Identify critical messages from research and data analysis for compelling storytelling
- Advanced knowledge of Google Suite and MS Office products

Ideal Candidate Qualifications

- Hold a bachelor's degree with 10 years of experience within Human Resources
- Mandatory valid driver's license and insurance, current background check and vaccine status required in compliance with Dallas ISD schools, and ability to lift up to 20 lbs.
- Ability and willingness to lead and attend programming events as needed; including mornings, evenings, and/ or weekends

Compensation and Benefits

As a full-time employee, the Director of Human Resources will receive:

- Competitive Salary plus insurance benefits including dental and vision plans
- Participation in employer contributed retirement plan through a Vanguard IRA Fund
- Generous holiday schedule including 6 Federal holidays plus an additional 20 holidays in accordance with Dallas ISD's administrative calendar during the academic school year, which reflects extended Thanksgiving, Winter Holiday and Spring Break paid time off
- Plus, 10 days of paid time off as requested throughout the year

To apply, please email a cover letter and resume to careers@unitedtolearn.org.