

DreamYard

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Director of People & Culture

New York, NY



DreamYard

Background

DreamYard, founded in 1994, is a Bronx-based organization that uses the arts, social justice pedagogy and digital and connected learning to inspire youth, public schools and communities. DreamYard's yearlong arts programs develop artistic voices, nurture young peoples' desire to make change, and cultivate the skills necessary to reach positive goals. By committing to sustained learning opportunities along an educational pathway, with 45 partnering public schools K-12th Grade, with our own DY Prep HS School and at the DreamYard Art Center in Morrisania, DreamYard supports young people as they work toward higher learning, meaningful careers and social action. We seek to be effective locally while having a national impact through partnerships, collaboration and learning exchanges.

Anti-racism Commitment:

At DreamYard, we commit to being an anti-racist organization. We lead with race because we operate in a country founded on the genocide of Indigenous people, the enslavement of African people, and the oppression of countless others. We acknowledge the role this history plays in perpetuating inequity and dominant white culture. See below for DreamYard's full anti-racist commitment.

The Community

DreamYard is focused in the Bronx, a borough that possesses incredible cultural, human and economic assets. In addition to work throughout the Bronx, DreamYard partners with local, national and international communities using the arts to build bridges to opportunity. The organization believes that the arts are a necessary part of developing our local assets to their greatest potential.

Position

Reporting to the Chief Operating Officer, the Director of People & Culture serves as the key management team member overseeing the experience of our organization's most important resources – our people. As an integral part of the leadership team, the Director of People & Culture leads people management strategies and initiatives that drive high levels of employee engagement, contributing to the delivery of our mission and wellbeing of employees. The Director of People & Culture will be responsible for leading the vision, development, and execution of all things having to do with people and processes, with the goal of retaining and developing our team members. They will partner with the leadership team to ensure the development and advancement of a collaborative, people centered and values driven workplace culture.



Responsibilities

Organizational Leadership

- Serve as an integral member of the DreamYard Leadership Team (LT) and the lead for the Board of Directors HR Committee
- Partner closely with cross-functional teams throughout the organization, including finance, programs, to build sustainable people processes and systems
- Responsible for all elements of strategies aimed at maintaining a healthy workplace culture, including employee communications, engagement, and relations across the organization.
- Proactively drive effective employee communications while maintaining a strong pulse on staff morale, sentiments, and concerns
- Develop strong relationships with the organization leaders, serving as a trusted advisor and peer to all staff
- Serve as the executive-level subject matter expert and leader on all human resources matters providing strategic and operational guidance to the Executive Directors and senior leadership

HR Systems & Infrastructure Development

- Standardize recruitment practices and hiring processes across the organization, including introduction of templates for job postings, hiring rubrics, and interview guides
- Develop a comprehensive onboarding plan that engages new employees in understanding organizational norms, policies, and programs
- Work closely with program leaders to systematize and streamline the administrative management of part-time staff, including all teaching artist and school-based staff hiring and onboarding
- Oversee and streamline payroll, benefits management, and other administrative processes to increase efficiency and leverage technology when applicable
- Ensure compliance with legal requirements with the support of DreamYard's PEO
- Gain an in-depth understanding of the PEO platform in order to maximize value derived from partnering with a PEO

Performance Management

- Develop an infrastructure to facilitate effective performance management and promote candor and transparency integrating a racial equity framework

- Ensure effective communications and a high level of responsiveness to a wide range of employee and personnel matters, fostering a climate of trust and professionalism.
- Support the adoption of core competencies and a career growth framework
- Systematize performance assessments to promote a culture of feedback, coaching and development, and accountability; develop a compensation infrastructure linked to performance assessments
- Support team members in engaging in professional development opportunities and trainings

Who You Are:

- Committed to liberation and the dismantling of anti-Black and anti-Indigenous practices, with a deep understanding of intersectionality, within nonprofit programs and operations;
- A collaborative self-starter who believes in the power of community and working together;
- Experienced in managing a team and supporting their career development;
- Experienced in Nonprofit Human Resources

Qualifications

- 7+ years of progressively responsible experience in nonprofit human resources; prior experience working with a PEO is a plus
- Experience in developing racial equity & inclusion as an organizational value; a growth mindset with deep knowledge of issues of equity and structural racism;
- Capacity to develop, refine, and implement systems that increase efficiency;
- A proven track record of enriching organizational cultures and successfully leading innovative changes to enhance the employee experience;
- Demonstrated success in developing, leading and implementing a variety of people operations initiatives across a number of areas, i.e. benefits, employee engagement, learning and development, employee relations, policy development and compliance;
- Strong project management and implementation skills;
- Excellent interpersonal, verbal and general communication skills;
- Ability to work with a wide range of DreamYard stakeholders and leaders, understanding the importance of DreamYard's work with young people, families, teaching artists, teachers and community partners;
- Ability to relate to diverse groups of people from all social and economic segments of the community;

- Demonstrated creative problem solving and strategic planning skills;
- Excellent organizational skills and the ability to gracefully manage tight timelines in a fast-paced working environment and multiple projects concurrently;
- The ability to collaborate effectively to achieve organizational goals with prior experience leading complex cross-functional initiatives and cultivating buy-in amongst your peers;
- Strong attention to detail;
- Strong leadership skills, with an emphasis on listening, empathy, collaboration and effective communication based on honest feedback and radical candor;

Compensation & Benefits

This is an outstanding opportunity for a highly motivated professional to join a highly respected organization. DreamYard is prepared to offer a very attractive compensation package, including a competitive base salary of \$115,000-\$125,000 as well as:

- Comprehensive benefits package, including health, dental, vision, and 403b retirement plan
- No-Limit discretionary PTO Plan; in addition office closes for one week in December and one week in August; half-day summer Fridays
- Wellness Philosophy: Sabbatical Program, Artistic Leave, Health and Wellness Supports and Programming for all employees
- Learning Community: Vibrant and effective learning philosophy and program for all employees including a professional development budget for each department

Location

This is a hybrid office/remote work position. Arrangements will be discussed throughout the hiring process.

COVID-19 Policy

To center the safety and well-being of its employees, DreamYard requires all employees to be fully vaccinated against COVID-19.

About DreamYard



DreamYard is committed to the principles of arts education, educational reform and social justice, and fashions its programs to specifically address the needs of urban communities that are typically underrepresented because of race, sex, ethnicity, and socioeconomic status. Accordingly, we welcome and encourage applications from a diverse range of individuals. Bronx based and Spanish-speaking applicants are strongly encouraged to apply. DreamYard Project, Inc. employs without regard to race, sex, sexual orientation, religion, national origin, age, disability, or any other attribute not related to superior performance.

We are intentionally building a path toward racial equity by:

- Challenging oppression and its intersections
- Using art and education as a platform to offer a hopeful vision of the future
- Identifying and uplifting the power and cultural assets that exist within our community of educators, artists, dreamers, young people and life-long learners
- Encouraging the principles of justice, unity, equity, creativity, and joy
- Transforming policies, procedures, practices, and programs (for example: striving for transparency and equity in pay and compensation structures regardless of race, culture, gender, ethnicity, creed, etc)
- Understanding our staff, community members and partners are at different levels on the anti-racist continuum and embracing that we all have a place in this work

This position description is based upon material provided by DreamYard an equal opportunity employer.

To apply for this position, please click [HERE](#).

Yasmine Coccoli, Talent Consultant