

Chief of People and Culture

Lambda Legal

New York, NY (Headquarters); Atlanta, GA (Southern); Dallas, TX (South Central); Los Angeles, CA (Western); or Washington, DC

Salary: \$185,000-\$200,000

The Organization

Lambda Legal is a national advocacy organization committed to achieving full recognition of the civil rights of the LGBTQ+ community and everyone living with HIV through impact litigation, public education, and policy advocacy. Since 1973, Lambda Legal has used impact litigation and other advocacy tools to decriminalize same-sex relationships; challenge discrimination against LGBTQ+ people and people living with HIV in the workplace, in the home, in schools, in health care, and in the military; and protect LGBTQ+ families, including by winning and defending marriage equality. Our clients are not charged for legal representation or advocacy and Lambda Legal receives no government funding. Headquartered in New York City, Lambda Legal also has regional offices in Los Angeles, Chicago, Atlanta, Dallas, and Washington, DC.

We believe that serving the full breadth of the LGBTQ+ and HIV communities requires cultural competency and enthusiasm for diversity of all kinds. To be successful, a successful Chief of People & Culture (CPC) must approach our work with an understanding that discrimination based on sexual orientation, gender identity, or HIV status is not the only obstacle to achieving full formal and lived equality for LGBTQ+ people and everyone living with HIV; rather, they recognize the intersectional nature of discrimination, specifically including biases based on race, religion, national origin, gender, disability, education, and class among others. Considering this reality, they prioritize a proactive commitment to counteracting these biases and their compounding effects in the work they do, but also in how they work together as an organization.

The Position

Lambda Legal seeks a Chief of People + Culture (CPC). This executive role is responsible for recognizing the value of everyone in the organization and helping them make their maximum contribution to the fulfillment of Lambda Legal's. The CPC will lead a human resources (HR) team of 3 utilizing equity principles across functions such as talent acquisition, onboarding, employee and labor relations, performance management, training and development, compensation, and employee benefits. This position uplifts and provides support to DEIB (diversity, equity, inclusion, and belonging) programs along with internal cultural initiatives and activities. The CPC recognizes that the workplace is stronger when employees bring their whole selves to work and will actively support an environment in which employees feel safe and encouraged to do so.

Immediate Role Priorities:

- Understand the culture and create a plan to build upon it; ensure alignment with recently adopted organizational values
 - Help establish positive cultural norms that embrace accountability
 - Continue to support CBA implementation efforts, inclusive of active and ongoing staff committees
- Help create standards for the organization including competency modeling (i.e. values, behaviors, actions, etc.)
- Continue and elevate the DEIB work of the organization
- Set a multi-pronged People and Culture strategy in partnership with the team

Organizational Effectiveness

- Aligns HR operations with the organizational strategic plan; creates and implements HR strategy rooted in equity principles and organizational values
- Builds strong relationships with each member of the executive team as well as other people managers, providing counsel on management concerns and coaching on best practices
- Analyzes core program effectiveness from a human resources perspective to ensure that staffing is strategic, effective, and equitable
- Works with COO and Leadership Team to ensure that core values are deeply embedded into the daily culture and operations of the organization
- Creates, encourages, and with the Executive Team, leads and maintains a culture of belonging in which all staff are united by vision and mission
- Develops systems of accountability and transparency in cooperation with the full staff, ensuring staff members have clear support structures and can expect a respectful and equitable working environment where each employee maximizes their contribution to the fulfillment of the organizational mission
- Oversees employee engagement and retention programs and opportunities that encourage and boost staff morale and retention consistent with Lambda's core values through a data-informed approach
- Collaborate with the Communications department leadership to support the stewardship of effective internal communications
- Promotes a welcoming and vibrant work environment for both remote and in-office employees
- Meaningfully engages staff in the development of policies, procedures, initiatives, and more through surveys, working groups, and other opportunities for involvement
- Stewards the organization's performance standards and builds a performance management system where standards specifically defined, clearly communicated, and consistently and fairly applied
- Establishes strong rapport with staff via active listening, learning, and responsiveness
- Ensures compliance with all federal, state, and local employment laws; remains current with changes in human resource and employment law
- Champions organization-wide Diversity, Equity, Inclusion, and Belonging initiatives; shares Lambda Legal's dedication to building a diverse and inclusive workplace
- Actively participates in management bargaining process, leads labor relations and maintains productive rapport with the union

Talent Acquisition and Onboarding

- Supervises a Talent Acquisition Manager that manages employee talent acquisition processes and programs program
- Oversees a robust internal and external recruiting structure for all positions in the organization, rooted in equitable talent practices

ROLE OVERVIEW (cont.)

Employee & Labor Relations, Talent Management, and Compliance

- Supervises an HR Manager that manages employee & labor relations (ELR), talent management, and other generalist HR functions
- Develops and implements an organization wide staff and management training, mentoring, coaching, and leadership development strategy.
- Ensures that managers are fully trained on inclusive and equitable management practices; maintains awareness of staff dynamics and management issues to support training needs as they arise
- Leads staff retention and recognition/reward programs
- Oversees all aspects of employee relations, including disciplinary process, grievance process, mediation, and supervisory guidance
- Oversees legal matters related to employee performance, compliance issues, and legal actions and serves as a liaison with counsel
- Supervises regular review and revision of personnel policies

Payroll, Compensation and Benefits

- Supervises a Senior Payroll & Benefits Specialist that manages payroll and benefits
- Provides analysis of Lambda Legal's compensation structure, recommending revisions where strategically advisable and necessary for equity, including analysis of benefits and compensation; conducts regular salary surveys, and develops and maintains compensation guidelines
- Oversees management and administration of the benefits programs through a DEIB lens, particularly with emphasis on ensuring access to culturally competent gender affirming care
- Oversees management and administration of payroll

Department Operating Budget	# of Supervisees	Size of Staff Size
\$572,315	3- HR Manager, Talent Acquisition Manager, Sr. Payroll & Benefits Specialist	96

THE IDEAL CANDIDATE

The ideal candidate for the CPC position possesses the following competencies:

Strategic Mindset	Drives Engagement	Manages Conflict
Seeing ahead to future possibilities and translating them into breakthrough strategies.	Creating a climate where people are motivated to do their best to help the organization achieve its objectives.	Handling conflict situations effectively, with a minimum of noise.
Organizational Savvy	Being Resilient	Instills Trust
Maneuvering comfortably through complex policy, process, and people related organizational dynamics.	Rebounding from setbacks and adversity when facing difficult situations.	Gaining the confidence and trust of others through honesty, integrity, and authenticity.

Additional Qualifications

- Labor relations (particularly in a union environment), collective bargaining, and contract administration experience required
- Experience working within a nonprofit organization required
- Demonstrated experience building and leading an HR team of direct reports
- Substantial HR experience with employees from the LGBTQ+, BIPOC, disabled, and transgender and gender-nonconforming communities
- Experience leading remote and distributed national organizations strongly preferred
- SHRM-CP or PHR certifications, or senior equivalents, strongly preferred

WHO WE ARE

Work Environment

Generally, employees can live in any of the states that fall within the Combined Statistical Area (CSA) boundaries of their Office of Record as long as they reside within three (3) hours of their Office of Record by ground transportation or ferry. Exceptions may be possible. These states include California, Connecticut, Georgia, Illinois, Indiana, Maryland, Nevada, New Jersey, New York, Oklahoma, Pennsylvania, South Carolina, Texas, Virginia, West Virginia, Wisconsin, and Washington, D.C.

Work from Office and Hybrid employees must be able to commute to the Regional Office as their schedule demands.

WHO WE ARE (cont.)

Commitment to Diversity, Equity, & Inclusion

Successful candidates will welcome the opportunity to work in a racially- and gender-diverse environment and to contribute to a positive and inclusive atmosphere. Working at Lambda Legal requires a demonstrated awareness of and commitment to the concerns of the breadth of the communities that Lambda Legal serves. Prior work on behalf of LGBTQ+ communities and/or people living with HIV is highly desirable. Experience working with other historically marginalized communities (in a professional or volunteer capacity) is also desirable.

All employees at Lambda Legal are expected to adhere to ethical conduct in all interactions and tasks, ensuring a positive and respectful workplace environment.

COMPENSATION AND BENEFITS

Salary

\$185,000-\$200,000

Benefits

- Medical benefits that begin on your start date
- Dental, Vision, and Life insurance (effective 30 days from your start date)
- Short & Long-Term Disability plans (effective 30 days from your start date)
- 403(b) Retirement Plan (employer contribution and matching program begins after 90 days of employment)
- Paid Time Off:
 - Paid Vacation (15 Days)
 - Sick Leave (12 Days)
 - Personal Leave (3 Days)
 - Religious Observance Leave (3 Days)
 - Bereavement and Bereavement Anniversary Leave
 - Floating Holiday (1 Day)
- 12 paid holidays and 5 early office closures
- Flexible Spending Account (FSA/DC FSA) and Commuter Benefits
- Health Reimbursement Account
- \$50 monthly mobile phone reimbursement
- Summer Fridays from Memorial Day to Labor Day
- Premium subscription to the Calm App
- Paid sabbatical after 7 years of service at Lambda Legal (4 weeks for non-exempt positions and 8 weeks for exempt positions)

TIMELINE AND NEXT STEPS

If you are interested in this position, please [click here](#). All applicants will receive an email confirming receipt of their application.

We encourage candidates of all backgrounds to apply even if you do not meet all of the qualifications outlined above. If you are selected to move forward for an initial screening call, we expect you to hear from us by December.

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[Submit an application](#)