

Director of Human Resources

The Louis D. Brandeis Center, Inc.

Hybrid/Washington DC

Salary: \$140,000 - \$160,000

The Organization

The Louis D. Brandeis Center for Human Rights Under Law (LDB) was founded in 2011 by Kenneth L. Marcus, a civil rights attorney who recognized the need for an organization that utilizes law-based initiatives to combat anti-Semitism. LDB is an independent, unaffiliated, nonprofit corporation established to advance the civil and human rights of the Jewish people and promote justice for all. LDB engages in research, education, and legal advocacy to combat the resurgence of anti-Semitism on college and university campuses, in the workplace, and elsewhere. It empowers students by training them to understand their legal rights and educates administrators and employers on best practices to combat racism and anti-Semitism. Throughout its existence, the Brandeis Center has advanced the most significant legal protections for Jewish Americans.

Over the course of the next few years, LDB will be broadly recognized as the premier legal advocacy organization for Jewish Americans who face anti-Semitic discrimination on and off college campuses. We aspire to achieve broad acceptance of the legal proposition that harassment of Jews based on shared ancestry and ethnicity is anti-Semitic and unlawful.

The Position

LDB seeks a Director of Human Resources (Director of HR) to play a pivotal role in shaping and fostering the organizational culture and internal infrastructure at LDB. The Director of HR leads initiatives, policies and practices in employee engagement, compensation and benefits program design, talent acquisition and management, leave administration, and organizational culture development. The Director of HR has responsibility for contributing to, and understanding, the strategic direction of the organization and aligning human capital needs accordingly. The Director of HR will work closely with executive leadership to align human resources practices with LDB's mission and values, ensuring a positive and inclusive workplace where every member of the organization can thrive. The ideal candidate will be values-driven, agile, welcoming, and foster an environment of collaboration. The Director of HR will report to the Chief Operating Officer. The Director of HR will support all full-time staff members in addition to interns and fellows across LDB operating locations (including Washington DC, NYC, and California).

Employee & Labor Relations, Compliance, and Policies

- Lead employee and labor relations, talent management, and general HR functions, partnering with counsel as needed.
- Oversee employee relations, including the disciplinary and grievance processes, mediation, and supervisory guidance.
- Manage legal matters related to employee performance, compliance, and legal actions, serving as liaison with counsel.
- Supervise the development, regular review, and revision of personnel policies to ensure relevance and compliance.
- Develop and oversee leave policies (e.g., parental, family, medical, disability) and ensure they align with organizational values and the evolving workplace climate.
- Monitor legal developments and update the Employee Handbook and location-specific addenda as needed, collaborating with outside counsel.
- Manage regular briefings and staff trainings, creating resources and curricula as required.
- Ensure clear communication of policies to staff and address employee relations issues to maintain a positive work environment.

Payroll, Benefits, and Compensation

- Oversee and manage benefit plans, negotiations with benefit carriers, and regular reviews of benefits offered (health care, dental, disability, 401K, commuter, etc.). Serve as primary contact for plan vendors and third-party administrators, and point-person for staff.
- Ensure all LDB employees are properly enrolled in all the offered benefits plans and understand all the benefit offerings.
- Coordinate transfer of data to external contacts for services, premiums, and plan administration. Evaluate and revise internal processes to reduce costs and increase efficiency.
- Document and maintain administrative procedures for assigned benefits processes.
- Monitor administrative costs of benefits programs and recommend cost containment strategies, including alternative methods for administration and funding. Prepare budgetary recommendations and assist in the monitoring, verifying, and reconciling of budgeted funds.

Employee Engagement and Culture Development

- Foster an inclusive workplace that values excellence. Create and promote opportunities for staff to convene both in-person, as well as through remote interactions, on a consistent basis.
- Lead culture assessment and development, managing organizational change initiatives in partnership with the Chief Operating Officer on employee engagement survey design and execution.
- Build strong internal relationships and provide coaching to senior leaders to enhance their effectiveness as team managers and culture advocates.
- Conduct exit interviews and integrate learnings into organizational development efforts.
- Analyze Key Performance Indicators (KPIs) and human capital trends to inform strategies, policy adjustments, and organizational direction.
- Regularly update and distribute the Employee Manual to reflect organizational policies and staff expectations.

ROLE OVERVIEW (cont.)

Performance Management and Professional Development

- Develop and implement organization-wide training, mentoring, coaching, and leadership development strategies.
- Install and oversee performance management processes (360 reviews, etc.) to ensure alignment with organizational goals.
- Advise managers on employee performance, coaching, and development.
- Create and manage professional development programs in collaboration with managers to support staff career growth.
- Conduct needs assessments and source training resources; organize and deliver sessions with facilitators.
- Assess regulatory and best practice needs, designing and delivering relevant training.

Talent Acquisition and Onboarding

- Design recruitment strategies for LDB to attract mission-aligned top talent, with specific focus on diversified sourcing networks.
- Handle communications with candidates; assist in the assessment process of candidates.
- Ensure administrative aspects of onboarding and offboarding are handled smoothly and effectively, including benefits enrollment.

THE IDEAL CANDIDATE

Additional Qualifications

- Bachelor's degree or experience in Human Resources, Business Administration, or related field.
- SHRM-CP or PHR certifications, or senior equivalents, strongly preferred.
- Demonstrated experience with HR-related software, systems, and tools.
- Comprehensive knowledge of employment law and labor relations required.
- Proven experience in progressive human resource experience, working in HR operations management, policy development and management, compensation and benefits management, talent acquisition and employee relations.
- A deep appreciation for the history and lived practices within Jewish tradition, culture, identities, community, and the issues and diverse communities for which LDB serves.
- Experience with talent management and talent development approaches to workforce planning and development.
- Excellent interpersonal, communication, and negotiation skills.
- Demonstrated ability to develop and implement HR strategies aligned with organizational goals.

WHO WE ARE

Work Environment

The Louis D. Brandeis Center currently has a hybrid work environment with staff across Washington DC, NYC, and California, etc. This position will be based in Washington DC with three – four days a week in the office required.

COMPENSATION AND BENEFITS

Salary

\$140,000 - \$160,000

Benefits

- Health, dental, and vision coverage
- Disability+ life insurance
- 401(k)
- Vacation, federal holidays, and sick leave

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.

The Louis D. Brandeis Center is an equal opportunity employer.

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[Submit an application](#)