



Role Specifics – Director of People and Culture

Position: Full-time position at 40-hours per week

Organization: Global Greengrants Fund

Position Location: Flexible, global, with and a commitment to travel for in person meetings throughout the year.

Compensation and Benefits: Competitive Salary commensurate with experience and Benefits, scale of \$72,900 - \$81,600 per annum; Exceptional benefit package: including health, dental, and vision insurance coverage for you and your family (if applicable) for a nominal monthly contribution; 403b retirement plan, \$50,000 of life insurance on you; flexible spending plan; 11 paid holidays, sick time, and vacation at an accrual rate of 10 days per year for the first year.

About Global Greengrants Fund:

Global Greengrants Fund (GGF) is a Boulder, Colorado based public charity working increasingly remotely that mobilizes resources to communities worldwide to protect our shared planet and work toward an equitable world. We believe solutions to environmental harm and social injustice come from the people whose lives are most impacted. Every day, our global community of people on the front lines and donors comes together to support people to protect their ways of life and our planet. Because when local people have a say in the health of their food, water, and resources, they are forces for change. Since our founding 30 years ago, we have made more than 15,000 grants in 168 countries, mobilizing more than \$100 million to support the work of local groups. Global Greengrants Fund is committed to increasing diversity and inclusion throughout our organization and workforce.

In 2022, Global Greengrants Fund is on an exciting strategic journey in which we collectively explore how we can continually center our values, including diversity, equity and inclusion, and organizational care in our work, and to rediscover our identity, purpose and potential after almost 30 years of work. We are re-designing what a global networked learning organization looks and feels like, and jointly transforming our organizational culture to be more collaborative and self-organized. We are now seeking new team members who are interested in helping us become an even more effective supporter of grassroots movements, and a caring and progressive workplace for us all.

Our Values and Principles

- Environmental sustainability of ecosystems, recognizing the needs of people today and future generations.
- Social justice practiced locally and globally, as framed in the Universal Declaration of Human Rights, as well as accountability, compassion, dignity, love, and respect.
- Diversity, equity, and inclusiveness regarding biology, culture, ethnicity, geography, gender, language, race, and sexual orientation.
- Decentralized decision-making including activist-led strategies and grantmaking to distribute power and build movements.
- Trust in advisors, grantees, and their local knowledge regarding how to define and address challenges, as well as make good decisions.
- Ethics and integrity in all activities.
- Flexibility and responsiveness that is adaptive, embraces complexity, is open to opportunities, and promotes resilience.

Your Contribution to Global Greengrants Fund

These are some key aspects of the role that you would help shape and build on, but not an exhaustive list:

- Align current working policies of Global Greengrants to ensure concepts of individual and collective wellbeing and care are centered within them as we move towards more competency-based leadership and self-organized ways of working. Assess levers that enable wellbeing in these contexts and institute ways of responding that build collective strength.
- Support processes to strengthen/develop an institutional culture for decentralizing decision making, building strong internal communication mechanisms.
- Strengthen existing feedback culture and mechanisms: identify existing platforms for feedback that provide coaching and support opportunities to build feedback and remove the discomfort from it. Additionally, create time for reflection that is based on staff needs that build time for collective feedback sharing.
- Responsible for developing recruiting and onboarding processes that speak to our values especially diversity, equity and inclusion.
- Assess ease of staff access to their benefits and ensuring equity and innovation in the same.
- Accompany and support existing organizational Diversity, Equity and Inclusion processes together with the Director for Gender and Equity.
- Participate in coaching, counselling and advising management and staff to ensure resolution of employment related matters, including conflicts.
- Manage HR consultants as needed.
- Act as the main liaison person for any whistle blowers or complainants related to the organizational code of conduct.
- The postholder will be a strong and trusted presence in the organization, and instrumental in advancing cultural change processes.
- Ensuring data governance, integrity, confidentiality, and compliance as it relates to people and culture.

Key Experiences and Competencies you bring

- Significant experience in similar roles in social justice organizations that share similar work and missions.
- Experience in leading cultural change processes in organizations that are grounded in care, wellbeing and equity; in particular we are seeking candidates with a feminist analysis of organizational development.
- Experience in self-organizing, decentralized and non-hierarchical decision-making is a plus, an interest in these processes a must. We are seeking someone who is flexible and creative to help us transition our understanding from HR to “people and culture”, from traditional hierarchy-based structures to self-organized ones.
- A demonstrated commitment to Global Greengrants Fund’s model, theory of change, values and principles: trust, decentralization, diversity, inclusion, equity, collaboration, adaptation, gender justice, environmental justice and learning. Lived experience of environmental injustices generates deeper understanding of our work and the political clarity that helps align culture and organizational structure to our mission and values.
- Understanding of best practices and experience in building inclusive and engaged workplaces; cultural awareness and sensitivity with lens on racial and gender equity.
- Ability to deal with conflict effectively, and to manage difficult situations confidently and calmly; demonstrated ability to coach and counsel both executive-level management and employees; willingness to make decisions.

- Familiarity with all aspects of people and culture, including policies and procedures, compensation, recruitment, benefits, training, and ability to understand or learn of employment State regulations.
- Deep sense of curiosity, and demonstrated interest in learning, distilling lessons and turning them into action.
- Experience in revising or developing new HR policies and procedures to meet changing organizational needs, and to support the desired organizational culture would be helpful.
- Experience in global organizations would be desirable.

Supervisor: Under our current structure, this position reports to the Director for Strategy and Global Integration and will help build a cluster for People, Culture and Global Integration which will work in more self-organized and collaborative ways in future.

To apply, please send your CV and a cover letter, **which specifically outlines your responses to the following questions:**

- your suitability for the role, including how you would bring the key competencies and experiences we seek
- In your experience, what are the key factors that make an organizational change process successful?
- What makes you feel safe at work?

Please email the above to jasleen@globalgreengrants.org.uk with subject line "People and Culture". We will accept applications until 29 April 2022. This will be a blind recruitment, removing candidates' names and any other identifying factors from applications to help us address any unconscious bias.

If you have any questions or would like to discuss this opportunity, please contact eva@globalgreengrants.org.uk.

Global Greengrants is an equal opportunity employer with a strong commitment to diversity, equity, and inclusion. We prohibit discrimination on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity or expression, disability, veteran status, marital status, or any other legally protected status.