



EVERY MOTHER COUNTS

## Director of Talent & DEIA

**Reports To:** Founder/President

**Position type:** Full time, exempt

**Location:** 333 Hudson Street, New York City

**Every Mother Counts' (EMC)** mission is to make pregnancy and childbirth safe, respectful, and equitable for every mother, everywhere. We educate the public about maternal health and invest in community-led programs to improve access to essential maternity care. We engage communities, thought leaders, and partners in efforts to achieve quality, respectful, and equitable maternity care for all.

### **The Role**

Every Mother Counts seeks a Talent Director with diversity, equity, inclusion, and accessibility (DEIA) experience to guide and support the organization's employee relations for approximately 15 employees (current headcount, and growing).

The Director of Talent and DEIA is responsible for coordinating staffing, implementing employee benefits, and reviewing key documents related to policy and employee support. The position is also responsible for overseeing a strategy to achieve EMC's goals for developing and sustaining an equitable culture that reflects the diversity, inclusivity, and representation of our programs. Successful candidates will have experience in DEIA, employee development and organizational design, and a passion for building and sustaining a collaborative, creative, and growing workplace culture.

Reporting to the Founder and President, the Director of Talent and DEIA will provide critical, high-level support to the leadership team, especially as it relates to the organization's talent strategy and all things related to organization-wide culture, as we continue our work towards becoming a more diverse, inclusive, equitable, and accessible organization. The Director will be the point of contact for the current relationship with EMC's payroll vendor, and will periodically review the benefits and policies to ensure they are current and follow best practices.

*Note: EMC's work policy is "hybrid at-will" which allows employees to choose which day(s) to come into the office, under the discretion of their manager and as is appropriate for the specific responsibilities of the position.*

### **Key Responsibilities**

#### **Human Resources and Talent Management**

- Develops and administers various human resources plans and processes for all staff. Aligns talent strategies and ongoing work with the organizational strategy.
- Recommends innovative approaches, policies, processes, and best practices for continual improvements in efficiency and effectiveness.
- Supports supervisors with managing performance and development for all staff, including;



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- Trains supervisors on managing staff performance, giving, and receiving feedback, supporting staff's growth and development, and documenting all related conversations.
- Supports all staff with ongoing performance conversations and facilitates the annual performance review process, to include setting timelines, conducting training sessions, and coaching staff as needed.
- Periodically assesses training needs to identify staff development opportunities.
- Creates and maintains a robust orientation process for new staff, interns, and fellows, and manages the onboarding process to help assimilate new staff into the organization and ensure consistency.
- Educates new hires on the organization's mission, vision, values and benefits package.
- In conjunction with the Founder and Acting Chief of Staff (CoS), oversees staffing processes, including outreach, recruiting, interviewing, hiring, onboarding, and termination.
- Works closely with the Director of Finance and Operations and Manager, Office & Operations to strengthen outreach and recruitment of interns and fellows.
- In conjunction with Founder and Acting CoS, helps develop staff retention policies, including prioritizing diversity and inclusion initiatives, reviewing staff levels and salaries; updating job descriptions; and identifying employee training and development opportunities within and outside the organization.
- Provides support and resources for staff mediation and solutions for interpersonal and collegial concerns.
- Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; review policies and practices regularly to maintain compliance.
- Coordinates annual staff goal setting and performance review process.
- Oversees and coordinates employee benefits through ADP (medical, dental, vision, life insurance, retirement plan, etc.). Oversees the benefits enrollment process, including partnering with ADP and broker on annual renewal, managing open enrollment, new hire enrollment, qualifying event changes, and questions pertaining to benefits.
- Reviews and updates staff key staff documents (employee handbook, whistle blower policy, conflict of interest, etc.) annually.
- In partnership with leadership, manages roll-out of the Employee Survey and contribute to analysis of survey results; determines internal communication tactics to share results and work in partnership with senior leadership to determine appropriate actions to respond to results.
- Sets and models expectations and policies on workplace behavior; interprets policies and their related processes for staff.
- Acts as a liaison between management, staff, and outside legal counsel and other vendors.
- Ensures payroll is accurate and timely.
- Tracks and maintains employee time off reports.

### **Diversity, Equity, Inclusion, and Accessibility (DEIA)**

- Reviews, develops, maintains, recommends, and implements policies, procedures, and programs that consider and support DEIA issues.



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- Serves as the staff liaison to the Board of Directors on diversity, equity, inclusion, and accessibility as well as other related issues, reporting to them on a periodic basis and working with internal stakeholders on the design and implementation of DEIA initiatives.
- Acts as the primary liaison between leadership, employees, and the community related to diversity, equity, inclusion, and accessibility.
- Research current DEIA trends and compliance on an ongoing basis.
- Develops DEIA training modules, tools, and resources for employee development.
- Develops diverse talent and recruitment strategies to diversify staff, interns, and board members.
- Creates an overall and robust DEIA communication strategy to enhance EMC's recruitment, engagement, and staff development strategies.
- Facilitates discussions and educational programming on a regular basis for staff and Board.

### **Qualifications and Requirements**

- Bachelor's degree; HR certification (from SHRM, to HRCI or equivalent)
- 7+ years of experience with a demonstrated track record in dynamic, fast-paced environments with the ability to balance strategic and tactical needs while maintaining focus on the broader mission and impact. Prior experience as the sole HR leader in an organization is highly preferred.
- Experience in creating or improving systems for managing core HR processes such as annual salary cycle, talent and performance calibration, succession planning, skills gap, and productivity analysis, resource planning, and organizational development
- Demonstrated ability to communicate effectively and influentially with members of all levels within an organization.
- Previous experience working in high impact, matrixed and innovative cultures.
- Experience with departmental budgeting preferred.
- Effective interpersonal skills required, along with a high level of discretion and a manner of confidentiality.
- High degree of organization and/or attention to detail required.
- Must be service-oriented, diplomatic, and energetic. Ability to work proactively and independently in a fast-paced setting.
- Must think critically and ethically about how the organization's policies and processes impact several different groups of staff.
- Proficiency in managing various human resources information systems (HRIS). Experience with ADP a plus.
- Proficiency in Microsoft Office Suite software (Word, Excel, Outlook, etc.)

### **Compensation and Benefits**

The health and well-being of employees is important to all of us. EMC offers a generous benefits package, across a broad range of employee needs. Some of the key benefits EMC offers to full-time staff include:

- Individual/family Medical, Dental, and Vision plans and coverage
- Competitive parental family leave



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- Generous vacation, sick leave, and paid holidays
- Summer Fridays- 2pm closure on Fridays, Memorial Day through Labor Day
- Organization-wide week(s) off each year to fully recharge
- Yearly Wellness Stipend
- Short- and Long-term Disability insurance
- 401K eligibility after one year, with organization match
- Hybrid work policy
- Commuter benefit plan

The annual base pay range is: \$120,000 - \$130,000

**To apply:** Please submit a cover letter and resume to [careers@everymothercounts.org](mailto:careers@everymothercounts.org) with the job title for this position in the subject line.

**Equal Opportunity Employer**