



## **Job Announcement: Associate Director, Human Resources**

Convergence Center for Policy Resolution (Convergence), the leading nonprofit organization solving national issues through bridging divides and managing collaborative dialogues, seeks an Associate Director, Human Resources to join our growing team, facilitating a highly productive, innovative, and accountable environment in which all staff are supported, appreciated, and challenged to contribute their talents in pursuit of our mission.

### **Responsibilities:**

- Support Convergence's fast-growing workforce through all parts of the employee life cycle: hiring and onboarding, compensation and benefits, performance management and professional development, promotion and leadership development, and offboarding.
- Establish and maintain the workplace policies, including equitable compensation and promotion pathways, that drive both excellence and flexibility.
- Work with the Executive Team to foster an inclusive, productive, passionate, and innovative learning culture that prioritizes impact, improvement, and teamwork.
- Help establish a multi-level internal communications framework that assures each employee knows what they need to maximize their effectiveness, stay meaningfully connected with the organization's mission, strategy and operational goals, and appreciates leadership decisions and the work of the rest of the team.
- Advance Convergence's Diversity, Equity, and Inclusion (DEI) commitments, including developing goals, evaluating progress, leading an internal DEI steering committee, and facilitating trainings as needed.
- Direct the organization's movement toward a post-pandemic workplace environment, including experimenting with hybrid workforce solutions (physical/virtual).
- Grow Convergence's robust internship program, offering strong value to both the interns and the organization and resulting in active alumni.
- Oversee benefits providers and secure new providers as needed.
- Provide a caring ear for staff who have issues/concerns/questions they want to discuss or who need mentorship about progressing in their careers.
- Maintain knowledge of trends, best practices, and policies related to human resources.
- Other duties as assigned or required.

### **Qualifications:**

- Outstanding organizational abilities and attention to detail
- Highly effective team-builder and communicator
- Ability to navigate complex topics and situations successfully
- SHRM certification or equivalent knowledge
- 5-7 years' experience working in human resources
- Experience implementing or managing DEI initiatives

### **Position Details:**

- Salary depends on experience, with a target range of \$90,000-\$100,000.
- This position will report to Convergence's Chief Operating Officer.
- This position will receive some support from Convergence's Senior Associate for Operations.
- Convergence offers a full benefits package (including health insurance and retirement) and generous paid leave.

December 16, 2021

- The majority of Convergence staff are concentrated in two hubs – one around Washington, DC and the other in the San Francisco Bay Area. All staff are working remotely for the time being with hybrid office/remote workspace possible in the future.
- Candidates are welcomed regardless of location. Some travel to/between workplace hubs required.

**About Convergence:**

Founded in 2009, Convergence is a 501(c)3 nonprofit organization that convenes people and groups with divergent views to build trust, identify solutions, and form alliances for action on critical national issues. We achieve this through structured, facilitated dialogue and long-term relationship building. Through proactive, nonpartisan engagement of influential individuals and organizations, we create new pathways that move our country and society forward. Our work demonstrates that trust, civility, and compromise can shift the focus from winning the debate to collectively seeking solutions. Current dialogues are focused on guns & suicide prevention, recovery for America’s workers, digital disinformation, care for older adults, and modernizing the civil service. For more information about Convergence, visit: [www.convergencepolicy.org](http://www.convergencepolicy.org).

**To Apply:**

Please email your application to [jobs@convergencepolicy.org](mailto:jobs@convergencepolicy.org) with “Associate Director, Human Resources” in the subject line. Applications should include: (1) a resume and (2) a tailored cover letter indicating your relevant experience and specific interest in the position. Please indicate where you saw the job announcement in the body of your email. Position available immediately. Applications will be reviewed on a rolling basis. No phone calls please.

Convergence values a diverse workplace and strongly encourages women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Convergence is an equal opportunity employer. Hiring decisions are made without consideration of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition or any protected category prohibited by local, state or federal laws.