

# Director of People and Culture

Posted by

Oil Change International | Washington, DC

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## Director of People and Culture

Oil Change International

Remote

### About Oil Change International

Oil Change International (OCI) is a research, communications, and advocacy organization focused on exposing the true costs of fossil fuels and facilitating the ongoing transition to clean energy. Rooted in community solidarity and principled policy analysis, we work within larger movements to build a fossil free future. Founded in 2005, Oil Change International now has a talented, dedicated, and growing international team of twenty-five, backed by hundreds of thousands of supporters. We are data driven and people powered. For more information on OCI, please visit our website:

<https://priceofoil.org/>

### The Opportunity

The Director of People & Culture is a new leadership role that will support the organizational vision and strategy of Oil Change International by building internal priorities, systems, and policies that enable all employees to thrive. In addition to leading the Human Resources function, the Director will champion all Justice, Equity, Diversity, and Inclusion (JEDI) initiatives, incorporating a global perspective embedded in cultural competence. A member of the Senior Leadership Team (SLT), the Director will maintain a caring and sustainable work environment, foster a culture of learning, and cultivate high performing teams.

As Director of People and Culture, you will lead and collaborate on all functions of the employee experience in a growing global environmental advocacy organization. In a remote environment with a deep social justice orientation, you will establish the organization's approach to Human Resources, including hiring and onboarding, performance management, staff development and wellness, and conflict management, as well as overseeing HR administration, including benefits, compensation, and compliance.

### Employee Experience

Support and develop systems that promote a highly effective work culture that fosters cooperation, communication, trust, equity, fairness, and inclusivity.

Ensure that hiring and onboarding processes are equitable, efficient, and

facilitate a strong introduction to the organization, with thoughtful

consideration of remote work.

Conduct organizational-wide gaps analysis to determine focus areas for staff-

wide trainings, leadership development opportunities, and upskilling individual

contributors and people managers.

Ensure managers and staff are held accountable to individual responsibilities

and shared expectations in line with OCI values.

Empower direct reports by ensuring they have the resources, tools, and

organizational support to develop in their roles in a sustainable way, contribute

to the goals of the broader organization, and pursue their own professional

development.

Oversee performance reviews and develop engaging and supportive tools to

build personal and professional development opportunities.

### Justice, Equity, Diversity, and Inclusion

Ensure a healthy, inclusive, and empowering organizational culture and

structure that moves us closer to living out our organizational values and

commitment to racial justice and equity, including through direct feedback,

transparent practices, and collaborative workspaces.

With support from the Executive Director, SLT, and external consultants, lead a

process to integrate diversity, equity, and inclusion at OCI, and formulate a

justice centered approach to our internal organizational culture.

Incorporate a racial justice and global equity screen and values alignment check

for human resources and other relevant processes and cross-organizational

policies and practices.

Provide support to staff in doing their best work across different cultural and

geographic contexts.

### Human Resources Administration

Plan, implement, monitor, and evaluate all HR management functions across

the employee lifecycle. Liaise with stakeholders across the organization to

ensure consistency, compliance, and effectiveness.

Ensure overall compliance with U.S. federal, state, and local laws, and

regulations, including maintenance of employee handbook.

Hold primary relationship with our Professional Employment Organization

(PEO) vendor to ensure compliance for international staff

Strategize and lead decision making on benefits and wellness programs and

administer organization-wide benefit programs.

Manage programs to ensure equitable, competitive compensation for all

employees.

Oversee maintenance of payroll system and related HR technology.

Facilitate the creation and support the implementation of a strategic and

cohesive teamwork plan.

Manage the team budget and participate in the annual organizational budgeting

process.

### Candidate Profile

While we are open to considering many different professional backgrounds and

recognize that no one individual will possess every qualification outlined, the

successful candidate will bring many of the following professional qualifications

and personal attributes to this role:

10+ years of experience of progressively senior experience in human resources,

preferably within progressive or social justice oriented non-profit organizations.

Thorough understanding of non-profit operations and human resources in the

U.S., as well as experience working across cultures, preferably at an

international organization or experience working outside the U.S.

Demonstrated experience working with diverse teams, embracing and engaging

diverse groups of people, and an understanding of the importance of cultural

competency in these interactions.

Sensitivity to issues of privilege, class, and race, and dedication to incorporating

principles of justice into decision making and strategic initiatives.

Strong organizational, administrative, and project management skills with

exceptional attention to detail. Ability to conceptualize, plan, and manage major

complex projects and multiple initiatives simultaneously.

A successful track record of building, motivating, and mentoring high-

performing teams

Excellent interpersonal and communication skills (written and verbal)