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BuildingChanges.org

JOB ANNOUNCEMENT

Human Resources and Diversity, Equity, and Inclusion Manager

Building Changes seeks a manager of human resources and diversity, equity, and inclusion (DEI) to lead and guide the organization's employee relations and race equity initiatives. This position reports to the Executive Director and will be located at our office in Seattle, though we are currently working remotely due to COVID-19. Permanent remote work options will be considered and candidates from across the state are encouraged to apply.

The manager of Human Resources and DEI will serve as the organization's lead on human resources. The manager will approach human resources functions from a race impact perspective, working to ensure that employees are supported from the position that external racial equity goals are impossible without an ongoing commitment to addressing and dismantling racial inequities as an organization. As such, the manager will support and implement the organization's internal and external race equity initiatives and overall race equity strategy.

About Building Changes

Our Mission

Building Changes advances equitable responses to homelessness in Washington State, with a focus on children, youth, and families and the systems that serve them.

Our Work

Building Changes works across and within systems to drive and promote equitable responses that address housing crises experienced by people in Washington State, with a focus on children, youth, and families. We do this by pulling together government, philanthropy, and nonprofits in a collective effort to impact homelessness in Washington State. We act as a driver for innovative strategies that help youth and families emerge out of homelessness and maintain stable housing.

Race Equity Statement

At Building Changes, we seek to hold ourselves accountable for addressing racism and discrimination. Black, Indigenous, and other people of color disproportionately experience homelessness due to historical and systemic racism. We cannot address homelessness without addressing racism at its roots and the trauma it continues to perpetuate. We set universal goals to end homelessness and pursue targeted solutions to achieve these goals.

Our work in race equity does not stop there. We are committed to building an internal culture that challenges racism within our organization.

Responsibilities of this position will include:

- Research, develop, recommend, and execute creative strategies to implement the organization's race equity goals. Specifically, review current practices and policies, assessing and analyzing the extent to which they support or hinder the organization's race equity goals.
- Research, develop, recommend, and execute creative strategies to improve compensation, promotion, retention, performance reviews, and other employee resources.
- Draft and implement recruiting and hiring strategies to attract employees from diverse backgrounds. Participate in the hiring process by posting openings, screening resumes, conducting interviews, and hiring.
- Examine policies and practices around contracting and vendor agreements to ensure equity and inclusion.
- Conduct in-house training and recruit outside trainers to meet staff and organizational professional development needs.
- Coordinate the annual performance review process and ongoing performance coaching.
- Communicate industry and legal changes and best practices related to human resources. When necessary, provide training and policy updates to staff to ensure legal compliance.
- Administer FMLA, unemployment, L&I claims, and all other benefit related programs governed by employment/labor laws.
- Hold staff and organization accountable to employing an equity and inclusion lens in our work and professional relationships. Be available for consultation and answer questions raised by staff related to race equity.
- Resolve and manage investigations into racial discrimination and harassment.
- Evaluate and change organizational processes to close gaps BIPOC employees face compared to non-BIPOC counterparts.
- Create, support, and encourage employee resource groups.
- Interview, survey, and meet with staff to make recommendations around organizational culture and inclusion.

The successful candidate will have a combination of the following:

- Knowledge and experience in Human Resources and DEI required.* At least six years of Human Resources or related experience required with at least three years working in a professional or personal capacity towards racial justice, anti-racism, and/or social justice issues.
- Ability to work effectively with partners who are diverse with respect to age, race, ethnicity, gender orientation, socio-economic status, nationality, religion, and culture.
- Ability to work effectively in an organization that has recognized its own issues related to equity, and is seeking to be more representative of the community.
- Ability to keep all HR related employee issues confidential and develop tracking tools to maintain records on file.
- Ability to compose reports, correspondence, proposals, and other business documents for dissemination to internal staff and/or to outside contacts.
- Excellent verbal and written communication skills including proven dispute resolution skills.
- Knowledge of federal, state, and local employment laws and regulations. Budget provided to seek and receive ongoing training and education.
- Knowledge of racial equity literature, frameworks, and practice. Budget provided to seek and receive ongoing training and education.
- Excellent organizational skills and attention to detail.
- Strong analytical and problem-solving skills.

****Note: In our effort to conduct an inclusive search for qualified candidates, this position does not require an advanced degree. Educational attainment will be considered along with other experience.***

Individuals identifying as Black, Indigenous, or other people of color, having lived experience with homelessness, and/or LGBTQ are strongly encouraged to apply.

Salary range for this position is \$90,000 to \$105,000. We offer excellent health, time off, retirement and other benefits. To apply for this position, please submit your resume and a cover letter to jobs@buildingchanges.org with the subject line: HR/DEI Manager.

Building Changes is an Equal Opportunity Employer with a strong organizational commitment to building a diverse workforce.