



HR/EDIB Manager

Overview

For over one hundred years, the ACLU has been at the forefront of every major civil liberties fight in our country's history. The ACLU of Michigan, founded in 1959, is a nonprofit, nonpartisan, public interest organization dedicated to the defense and expansion of civil liberties and civil rights in Michigan. Whether it's reducing the prison and jail population, achieving full equality for the LGBTQ community, reducing immigration detention, or ending unjust laws that strip people of their fundamental right to vote, we take up the toughest civil liberties issues to defend all individuals from government abuse and overreach. We are a passionate, highly motivated group of lawyers, public policy experts, lobbyists, community organizers, communicators, and fundraisers, and we're looking for exceptional talent to join our team.

This is an incredibly exciting time to join the ACLU of Michigan. As an organization, we believe that our work in becoming a more equitable, diverse, and inclusive workplace that centers a sense of belonging is a perpetual journey rather than a destination. This is a new role born out of an organizational commitment to equity, diversity, inclusion, and belonging (EDIB) and how policies, practices, structures, and procedures should support that commitment.

Position Description

The HR/EDIB Manager is a staff position within the ACLU of Michigan's Executive Department and reports to the Executive Director. The position is focused on furthering our commitment to equity, diversity, inclusion, and belonging (EDIB), devising and refining policies, and evaluating, implementing, and coordinating certain Human Resources (HR) activities, programs, and processes. In this position, the ACLU of Michigan strives to balance both the autonomy of the position as well as accountability. This position will serve as liaison between the Executive and leadership teams as well as any employee groups working on EDIB projects.

Responsibilities

Culture

- With organizational leadership, support intentional development and maintenance of an organizational culture that serves the mission and strategy of the organization, including a process of monitoring and attending to staff morale.
- Actively develop and lead the organization's EDIB efforts to ensure an inclusive and psychologically safe work environment.
- Steward the centering of equity within organizational culture, structures, and systems utilizing an intersectional lens including but not limited to race, gender, age, LGBTQ+ status, socioeconomic status, and disability justice.
- Maintain open-door policy to cultivate supportive work environment for all employees. Work with department heads and supervisors to use restorative justice practices, harm reduction and trauma informed strategies to address personnel, procedural and structural issues.
- Establish and maintain a working relationship with Affiliate Equity Officer to hold the organization accountable to the EDIB principles set forth by the organization.
- Implement employee relations and engagement practices necessary to establish a positive employer-employee relationship and build morale.
- Serve as a liaison between the Executive Team and Fun & Wellness Committee.

Recruitment and Onboarding

- With key staff members, manage the full spectrum of the recruitment and hiring processes, including but not limited to:
 - Leading the planning of recruitment efforts and ensuring compliance with EDIB goals
 - Creation of hiring teams with hiring managers
 - Drafting job announcements and descriptions
 - Supporting active, full cycle recruiting
- Oversee the successful orientation of each new employee, fellow and intern, to ensure that they are welcomed, set up for success, and able to integrate seamlessly into the organization.
- Conduct offboarding, including executing exit interviews, and ensuring continuity of work.

Training and Development

- With supervisors, create and execute or identify professional development programs and systems to retain high-caliber, well-performing staff and to enable team members to grow.
- Oversee performance management and succession planning in collaboration with department heads and supervisors, including the administering of quarterly and annual evaluation processes.
- Support supervisor and supervisee capability building at all levels within the organization through identifying internal or external resources for coaching and training.

Administration

- In collaboration with Chief Operating Officer:
 - Maintain and update personnel policies and procedures and serve as internal communications lead on applicable items and point of contact for staff questions.
 - Maintain awareness and knowledge of labor and employment law and assure organizational compliance, including providing direction to directors, supervisors, and staff to ensure they are fully informed of HR requirements, objectives, and plans.
 - Serve as a subject matter expert in the of employee relations and maintain up-to-date knowledge of EDIB-related issues and best practices.
- In consultation with the Executive Department, ensure fair, equitable and competitive total reward programs. This includes creating and keeping job descriptions current, conducting total rewards surveys, and recommending and participating in appropriate changes.

Qualifications

- Excellent verbal and written communication skills, including proven dispute resolution skills.
- Significant demonstrated experience in HR functions, strategies, and practices, including performance management, equity and inclusion, hiring, employee relations, and conflict resolution.
- Certification (e.g., Society of Human Resources Managers) and/or degree in HR management, organizational development, or another related field preferred.
- Working knowledge of federal and state employment laws and regulations, including equal employment opportunity laws.
- Ability to thrive in an environment with an expanding work force and need for establishing organization-wide systems and processes.
- Ability to responsibly handle highly confidential information such as personnel records.
- Demonstrated ability to create an equitable, diverse, and inclusive work environment that fosters a culture of belonging, collaboration, and teamwork.
- Commitment to the mission and goals of the ACLU, including a demonstrated commitment to equity and racial justice.
- Experience working in a non-profit, advocacy, or political organization is preferred.

Supervision: This position is supervised by the Executive Director.

Compensation: This position is a level 3 position, with a salary range of \$80,000 - \$90,000 depending on experience. Excellent benefits, including health, vision, and dental insurance and a 401(k)-retirement plan with matching contributions, an individual professional development budget, and an employee assistant program are provided. The ACLU also facilitates a wide range of nationwide employee resource groups.

Application Procedure

To apply, please submit a detailed letter of interest outlining your qualifications, any other information helpful for our review of your candidacy, and the contact information for three references. We prefer your application in digital form emailed to openpositions@aclumich.org; please specify **HR/EDIB Manager** in the subject line. If necessary, you can mail the application to:

ACLU of Michigan
2966 Woodward Ave.
Detroit, MI 48201
ATTN: Bill Greene – HR/EDIB Manager

The position will remain open until filled, but the hiring committee will begin to review applications starting November 1, 2022. Accommodations will happily be made to adjust to restricted technology access or to suit a candidate's time constraints during the pandemic.

The ACLU of Michigan is committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need assistance applying online, please e-mail openpositions@aclumich.org and include "Accommodation" in the subject line. If you are selected for an interview, you will receive additional information regarding how to request accommodation for the interview process.

The ACLU of Michigan is an equal opportunity employer. We value a diverse workforce and an inclusive culture. The ACLU encourages applications from all qualified individuals without regard to race, color, religion, sexual orientation, gender identity or expression, age, national origin, marital status, disability, veteran status, record of arrest or conviction and any other characteristic protected by applicable law. "ACLU of Michigan," as used in this job description, refers collectively to two separate corporate entities, the ACLU of Michigan, and the ACLU Fund of Michigan. The two entities share the same mission, office space, and employees.