



JOB DESCRIPTION

Title: Director of People and Talent

Location: Remote, Flexible

Position: Full-time

Reports to: Director of Finance & Administration

Compensation and Benefits: \$104,550 per year non-negotiable. Benefits package includes: 100% premium paid health, dental and vision insurance coverage for you and your family (if applicable). Short and Long term disability, Life and AD&D insurance, Wellness Reimbursement and Work From Home reimbursement accounts, opportunity to participate in our 401K plan with 3% matching contribution. 12 paid holidays, 9 sick days and vacation at an accrual rate of 15 days per year for the first two years.

THE OPPORTUNITY

Thousand Currents is thrilled to launch the search for our first Director of People and Talent. We are a dynamic, values-based global organization of twenty-seven staff, in the midst of a period of significant growth in a rapidly evolving environment.



After several years of sustained growth, we are seeking an experienced human resource professional and systems thinker to join our Finance & Administration team.

This position will support recruitment activities, new staff orientation, HR policy review and implementation and will be the point of contact for employee relations issues. The position will support staff training and activities related to onboarding and separation of employment and will work collaboratively with the Director of Finance and Administration, taking on some responsibilities previously held by this role and expanding the work in line with the organization's growth.

The ideal candidate will help build and support a global human resources (HR) system across Thousand Currents' international and US based programs. This position will work to implement a standardized global human resources approach to policies, practices and procedures to support our work. They will implement recommendations to enhance best practice and operation policies and procedures that are consistent, clear and equitable across the organization.

In addition to direct responsibility for payroll and benefits, this position will work collaboratively with colleagues to develop improved systems that are in alignment with our values. Since our work is global and we are a registered 501c3 corporation, this may mean, reinventing the practices of institutions and creating better practices and policies.

The Director of People and Talent will bring a deep sense of curiosity, and a demonstrated interest in learning, distilling lessons and turning them into action. They will have the ability to deal with conflict effectively, manage



difficult situations calmly and confidently and bring the demonstrated ability to coach and counsel both executive-level management and junior staff. The successful candidate will have the willingness to make decisions and is someone who is energized by both the independent and collaborative work required to develop systems to support a dynamic growing organization.

ABOUT THOUSAND CURRENTS

For more than 36 years, Thousand Currents has invested in and learned from more than 1,000 community-led initiatives in over 40 countries. Today, Thousand Currents is a public foundation funding grassroots organizing that addresses the interdependent issues of food sovereignty, economic justice, and climate justice in the Global South. We partner with an ecosystem of grassroots-based formations, including, but not limited to, movements, grassroots groups, and research institutions in Africa, Asia, the Pacific, and Latin America.

Too often, resource and investment decisions are made without the input and participation of the people who contribute the least to – and are most impacted by - large-scale global problems like climate change, inequality, poverty, and corporate-based food systems. Thousand Currents has intentionally flipped this dynamic, choosing instead to build long-term partnerships with movements and organizations led by women, youth and Indigenous Peoples. This means honoring their leadership and wisdom, their right to self-determination, and their transformative solutions to global challenges.

In addition to long-term flexible partnership and financial resources, we support our partners in strengthening their impact by linking them with each



Thousand Currents

Collective Power, Collective Change

info@thousandcurrents.org

t | 415.824.8384

f | 415.528.2639

548 Market St, Ste 62831

San Francisco, California 94104-5401



other and with broader social change movements at regional, national, and global levels through convenings, learning exchanges, and conferences; facilitating the creation and sharing of knowledge practices and resources; and amplifying their solutions to redirect the flow of resources and relationships within philanthropy.

At the same time, we use our position and influence as a vocal and visible advocate for grassroots-led social change, bridging emerging approaches and learnings from the Global South with philanthropic models and practices from the Global North. We do this through our Philanthropic Partnerships program, where we work with donors to adopt transformative practices that dismantle injustice and inequity. Through trainings, workshops, tools, and resources, we help donors strengthen their relationships with grantee partners in alignment with their values and missions. And we bring them together to cultivate a just, equitable, and inclusive philanthropic and social impact investment sector through our practice communities: [Thousand Currents Academy](#), [Buen Vivir Fund](#), [CLIMA Fund](#) and [Africans In The Diaspora](#).

The values that underpin and shape our work and approach are courage, humility, creative collaboration, experimentation, and interdependence. These values have allowed us to create new -- respectful -- models of partnership and collaboration. You can learn more about Thousand Currents including our grassroots and philanthropic partnerships and collaborative initiatives here.





KEY ROLES AND FUNCTIONS

1. Develop and enhance staff recruitment, staff onboarding & offboarding and staff investment pathways. (45%)
 - Continually review the recruitment process to assure that it is aligned with our values and that a highly qualified candidate pool is being reached by recruitment efforts.
 - Set and maintain standard hiring practices and provide support to staff
 - Standardize onboarding and coordinate new staff orientation programs
 - Collaborate with colleagues and help them to develop career development pathways, appropriate mentoring and coaching.
 - Strengthen existing feedback culture and mechanisms; identify existing platforms for feedback that provide coaching and support opportunities to build feedback and decrease discomfort in the process.
 - Support and develop processes and systems that enable Thousand Currents to embody its values and nurture a culture of joy, collective care, and connection.
2. Continually evaluate, shape and enhance Thousand Currents Human Resource Systems (45%)
 - In collaboration with appropriate staff, design and develop new systems, as needed, to support a growing, international organization with staff in 9 states and 9 countries.



- Collaborates and partners with colleagues in key departments to design and implement systems and recommendations to strengthen the human resources function on an ongoing basis.
 - Enhance and support HR practices to support well-being of all staff
 - Work with insurance representatives, legal counsel and vendors to update, maintain and negotiate benefits and premiums in alignment with Thousand Currents' values and HR best practices.
 - Serves as lead staff for developing creative HR initiatives that promote an organizational culture in alignment with Thousand Currents' values.
 - Collaborates with the Director of Finance & Administration to update the personnel manual, guided by the principles and values of the organization.
 - Maintains knowledge of relevant HR trends, best practices and compliance issues relevant to Thousand Currents role as an employer.
 - Ensures that the organization is in compliance with relevant workplace regulations and laws.
3. Participate in organization-wide learning, cross-program partnership and administrative efficiency (10%)
- Along with all other staff, this position contributes to Thousand Currents' culture of teamwork and continuous learning and does what it takes to ensure that Thousand Currents staff collaborate and support each other within and across programs and excel in an environment where every member takes care of their own basic administrative needs. This includes but is not limited to:
 - Showing up fully for learning and planning activities, including staff meetings, retreats, trainings, planning and strategy sessions



- Pitching in when needed for organization-wide activities, such as the Thousand Currents Academy, annual events, fundraising efforts, partner visits etc.;
- Managing your own regular administration, including timely submission of receipts, reimbursement requests, scheduling, travel planning, filing HR paperwork etc.

QUALIFICATIONS AND EXPERIENCE:

- A. Experience working in global organizations is required.
- B. Demonstrated lived and professional alignment with Thousand Currents' values and mission, including a strong commitment to racial, gender, class, social and/or environmental justice and equity. Commitment to our mission will be demonstrated through previous relevant work in comparable organizations or settings.
- C. Seven or more years of relevant, comparable professional experience including a track record of relevant experience as an HR professional or experience leading a human resources setting comparable to leading a "department of one" in their portfolio.
- D. Experience supporting and developing HR initiatives for staff working virtually and located in multiple states and countries.
- E. Demonstrated experience working independently and collaboratively across functions and teams.



- F. Ability to independently manage multiple projects with attention to detail and deadlines.
- G. Impeccable oral and written English language skills. Outstanding interpersonal, project management, and systems thinking skills. Ability to respond swiftly and effectively to staff inquiries.
- H. Bachelor's Degree or equivalent experience - required; Proficiency with Salesforce, Slack, Asana, PEO's, virtual work environments or similar platforms is welcome.
- I. Maintains confidentiality with respect to financial, donor, and organizational information.
- J. Ability to support all global staff in multiple time zones which may require working "irregular hours", attending mandatory virtual staff meetings scheduled during "core hours" to accommodate all time zones.

COMPENSATION, BENEFITS AND EXPERIENCE:

This is a full-time, exempt, salaried position. The starting salary for this position is \$104,550. Thousand Currents practices a non-negotiable salary policy to foster pay equity. Our benefits include 100% employer paid health insurance premiums, partner/child coverage, a health reimbursement arrangement, sick and vacation leave, flexible holidays, and internal systems that engender a culture of mutual accountability to personal ecology,





transparency, open communication, and opportunities for professional, personal, and leadership development.

The successful candidate must have the capacity and willingness to undertake occasional travel.

HOW TO APPLY:

Please submit a substantive letter of interest (one page) and resume to peopleandtalent@thousandcurrents.org with “Director of People and Talent” in the subject line by December 23, 2022. Early applications are welcome and encouraged. Due to the volume of applications, we will only contact applicants who are moving to the interview rounds for writing samples and additional information.

EQUAL OPPORTUNITY:

Thousand Currents is an equal opportunity employer. As a global organization, we recognize the importance of our staff reflecting the communities our work aims to benefit. We encourage and seek applications from women, people of color, and bilingual and bicultural individuals, as well as members of the lesbian, gay, bisexual, and transgender communities. Applicants shall not be discriminated against because of race, religion, sex, national origin, ethnicity, age, disability, political affiliation, sexual orientation, gender identity, color, marital status, or medical condition including acquired immune deficiency syndrome (AIDS) and AIDS-related conditions.

