



POSITION DESCRIPTION

Position Title: **Vice President of Talent and Culture**

Reports to: **Chief Operating Officer**

Department: **Human Resources**

Location: **Washington, D.C. or Remote**

POSITION SUMMARY:

Freedom House is founded on the core conviction that freedom flourishes in democratic nations where governments are accountable to their people; the rule of law prevails; and freedoms (such as freedoms of expression, association, and belief, as well as respect for the rights of women, minorities and historically marginalized groups) are guaranteed. We speak out against the main threats to democracy and empower citizens to exercise their fundamental rights through a unique combination of analysis, advocacy, and direct support to frontline defenders of freedom, especially those working in closed authoritarian societies. Established 80 years ago to respond to the threats posed by fascism, we know there is no more powerful force for the development of human society than democracy. As the world experiences the 15th year of consecutive democratic decline, our work—and our people carrying it out around the world—have never mattered more.

The Vice President of Talent and Culture will join a new and energized leadership team that is committed to creating a workplace where our globally dispersed, 150+ talented and passionate staff have the tools they need to thrive as they implement our mission of expanding and defending freedom worldwide. We seek to build a holistic approach—from hiring to staff development and retention—that allows each member to contribute uniquely and fully to our mission. Our future success requires new strategies, organizational change and renewal, as well as disciplined operational execution. The Vice President of Talent and Culture will play a leadership role in this transformation and help to foster an inclusive, performance-oriented culture, working closely with the Director of Operations and Inclusion. The VP will build Freedom House's human resources capacity in support of staff who are: on the frontlines of fighting democratic decline in complex environments worldwide; navigating an unrelenting pandemic (and later its aftermath); and striving for a diverse, equitable, and inclusive workplace. By developing forward-leaning and responsive policies and practices, the VP will provide high quality, customer-centric human resource services that ensure a rewarding employee experience.

PRINCIPAL DUTIES, RESPONSIBILITIES, AND EXPECTATIONS:

Strategic Leadership and Advising: Create a strategy to attract, develop, and retain the best talent in the democracy and human rights sector; develop and implement a comprehensive, multi-year talent plan across all locations; build centralized talent and H.R. support for Freedom House personnel located outside the United States; serve as a strategic partner to the executive team; provide counsel on various aspects of talent management and culture development.

Inclusion and Belonging: Champion Freedom House's efforts to integrate values of diversity, equity, and inclusion (DEI) across its programs, policies, and operations; foster a culture of belonging across staff based throughout the United States and the world; champion the organization's staff-created and staff-led Inclusion Council.



Culture and Collaboration: Nurture a collaborative, unified, positive, equitable, and inclusive culture across Freedom House; model teamwork, effective decision-making, and candor in interactions; ensure a positive and empowering performance culture; work with security experts to ensure the safety and well-being of staff in international locations; manage change, with sensitivity to both business/organizational and team member imperatives.

Workplace of the Future: Conceptualize and enact more flexible workplace policies in light of how the COVID-19 pandemic has and will continue to change the work environment.

Human Resource Administration: Oversee all human resources services, including the talent acquisition life-cycle, as well as policies, benefits, payroll, and compliance for staff based in the US and internationally; conduct periodic reviews to ensure Freedom House policies are inclusive and competitive in order for our employees to receive optimal support and value. Supervise internal human resources generalist staff and manage a third-party human resources services provider responsible for day-to-day operations.

QUALIFICATIONS:

Experience:

- Significant human resources management and leadership experience gained within a mission-driven business, social enterprise, or nonprofit; deep understanding of human resources issues inherent in a global, geographically-dispersed organization; ability to coach executives and staff through performance management and other sensitive matters.
- Preferably brings:
 - An understanding of U.S. government (USAID, Department of State) and/or high compliance philanthropic funding.
 - A BS/BA and MA/MS in human resources or related field; and/or
 - SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP).

Leadership and Personal Attributes:

- Maintains an awareness and understanding of the fields of democracy and human rights; appreciates the challenges and perseverance needed to drive social change and the impact on staff in the field.
- Agile leader, strategic thinker, and results-oriented problem solver across strategic human resource planning, talent management, and all aspects of culture, diversity, and organizational development.
- Continuous learner who applies best practices to help Freedom House design an employee experience that touches all points of the employment lifecycle, creating an environment in which all Freedom House employees can thrive.
- Excellent relationship building, communication, and influencing skills with the ability to interact patiently, respectfully, and with cultural sensitivity, at all levels of an organization.
- Flexible, adaptable, collaborative, and transparent work style; a positive attitude and excellent judgment.
- Ability to balance a “roll up your sleeves” approach to day-to-day work with serving as a strategic partner to the senior leadership team in furthering the organization's goals.
- Ability to provide leadership on policies and procedures and present information (orally and written and in person or virtual) in a manner that is clear and consistent.
- Maintains the highest degree of confidentiality and professional ethics and exhibits unquestionable integrity, honesty, and forthrightness.



TO APPLY

Viewcrest Advisors is partnering with Freedom House on this search. Please send your resume and cover letter in non-pdf (preferably MS Word) format to: freedomhousetalent@viewcrestadvisors.com

Only candidates selected for an interview will be contacted.

ADDITIONAL INFORMATION

Freedom House provides a competitive benefits package, including a 403(b) retirement account with generous matching, commuter benefits, flexible hours, floating holidays, high employer contributions to medical, dental, and vision programs, basic and voluntary life and AD&D insurance, short- and long-term disability, flexible spending account, and more.

Salary range is between \$170,000 and \$185,000/year, depending on experience.

Candidates must possess authorization to work in the United States. This position is Grade 9, exempt and full-time.

Diversity makes our work stronger. We actively seek a diverse applicant pool and encourage candidates of all backgrounds to apply. Freedom House is an Equal Opportunity Employer and does not discriminate in its selection and employment practices. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, or protected veteran status, genetic information, age, membership in an employee organization, or other non-merit factors. In keeping with our commitment to the full inclusion of all qualified individuals and in compliance with the Americans with Disabilities Act (ADA), if you have a disability and would like to request reasonable accommodation to fully participate in the job application or interview process, please call: (617) 564-3779 or email freedomhousetalent@viewcrestadvisors.com.

Viewcrest Advisors is committed to social justice and access to opportunity, and actively cultivates relationships with individuals who have varied life experiences as well as the skills needed to lead strong, innovative programs and organizations. In addition, the organization is committed to your privacy and to protecting your personal data; for more information, please visit: www.viewcrestadvisors.com