

## Director of Human Resources | Washington, DC

Spitfire Strategies (Spitfire) seeks a part-time Director of Human Resources to ensure that all human resources (HR) operations are delivered and implemented smoothly, effectively, and in support of Spitfire's culture and values. The Director of HR will support up to 50 total staff across three staffed offices and three remote employees and will report to the CFO. This is a part-time, exempt position at 62.5% FTE (25 hours/week). The desired schedule is three days on site each week with a combination of some remote work.

The ideal candidate is an experienced professional with deep knowledge of HR matters who is comfortable balancing ongoing HR responsibilities with longer-term HR projects in a part time role. This position is responsible for guiding and directing the overall provisions of Human Resources services, policies, and programs for the entire company. This includes developing company-wide plans for a variety of HR matters such as compensation, benefits, health, and safety as well as overseeing all HR initiatives, systems, and tactics. The Director of HR will also recommend and formulate strategies for performance evaluation, staffing, training, and staff development.

The part-time nature of this role requires a hands-on HR aficionado who takes initiative, meets deadlines, and is highly motivated. We're looking for someone who is an exceptional problem-solver, has superior time management skills, and is comfortable working independently. The Director of HR must be diligent with follow-through and understand the value of relationship management.

A successful Director of HR demonstrates proficiency in completing the following activities:

### Compliance and Management

- Implement, enforce and administer federal and state employment regulation.
- Manage personnel files and all employee information, in compliance with all federal and state laws.
- Manage relationships with external consultants and brokers who provide key HR services to Spitfire (payroll, legal, benefits programs).
- Lead initiatives with staff related to federal and state guidelines, deadlines, and limits for data storage and benefits plan limits.

### Policies and Procedures

- Ensure the HR programs are effective, efficient, and streamlined.
- Monitor adherence to internal policies and legal standards.
- Conduct a semi-annual review of the Employee Handbook and state-specific addendums.
- Research and develop new policies in line with Spitfire's values and business objectives.

### Employee Support

- Manage a successful and engaging full cycle of employee experience, including but not limited to onboarding, annual benefits enrollment, job changes, and terminations.
- Advise Leadership of retention strategies related to staff feedback.
- Collaborate with Managers to ensure equitable distribution of professional development opportunities for staff.





- Handle policy violations and escalated grievances in collaboration with Managers and Leadership.
- Deliver superior support to staff as the primary resource regarding all benefits and policies.
- Streamline job descriptions and make system-level changes in line with change to policies and/or company goals.
- Advise on recruitment strategies and support the recruitment process.
- Guide Spitfire's continuous journey to strengthen culture of Equity, Diversity and Inclusion (EDI).
- Collaborate with and support Spitfire's EDI committee regarding planned initiatives and employee feedback.

#### Compensation and Benefits

- Administer all benefits.
- Manage benefits renewals annually; including a benefit review session with all staff in advance of open enrollment and in accordance with all plan deadlines.
- Liaise with external services provider as related to payroll and compliance.
- With CFO, conduct annual research and analysis to set and maintain competitive market-based compensation ranges and benefits.

#### Performance Management

- Manage core Performance Management and feedback processes, including annual performance evaluations, quarterly employee self-reporting, and quarterly employee performance on projects.
- Develop manager capability on practicing continuous performance management.

#### Strategic Guidance

- Anticipate and resolve litigation risks.
- Establish and track HR metrics and report to Leadership with data analysis and recommendations.
- Identify opportunities for increased effectiveness of current HR programs.
- Facilitate and support successful long-term HR projects.
- Provide strategic guidance related to performance management, staffing strategy, salary research, and employee engagement.

As with all members of the Spitfire team, the Director of Human Resources aligns their work to the values of the firm and follow the policies described in the Spitfire handbook, deliver on the responsibilities of their job, are welcoming of their colleagues and create a positive work environment for everyone at the firm.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

#### **Compensation**

The Director of Human Resources is a part-time, exempt employee. The salary range for this position is \$70,000 - \$80,000 per year.



The compensation package for this part-time position includes pro-rated PTO and paid holidays, summer hours, and in-office perks like free beverages, snacks, fresh fruit and semi-monthly staff lunches.

### **Qualifications and Desired Attributes**

- 10+ years of relevant work experience in human resources
- BS or BA in human resources, business administration, or relevant fields
- Proven experience as an HR Director or comparable HR Generalist role
- Thorough knowledge of HR management principles and best practices
- Superior knowledge of benefits plans and compensation trends
- Familiarity with employment legislation and regulations
- Positive attitude and ability to remain flexible in an evolving and fast-paced environment
- A business acumen paired with attention to the human element
- Excellent organizational and leadership skills
- Diligent and firm with high ethical standards
- Outstanding communication and interpersonal skills

### **Location**

This position is based out of Spitfire's Washington, DC office.

### **How to Apply**

Please send your resume and cover letter to [jobs@spitfirestrategies.com](mailto:jobs@spitfirestrategies.com), noting the position title in the subject line. Prior to submitting your application, please review the salary range for this position in the Compensation section above.

No phone calls, please.

### **Equal Opportunity Employer**

Spitfire Strategies is committed to having a workforce that reflects diversity at all levels within the organization. We recognize the importance of not viewing individuals based on a single identity and we thrive on being equitable in our recruitment process as well as in our efforts to be inclusive of all employees. We encourage all applicants regardless of gender, race, religion, age, sexual orientation, disability, and other social identities to apply.

Nothing in this job description or posting guarantees employment.

### **About Spitfire**

As a woman-owned firm, Spitfire's values are rooted in one core principle: everyone belongs and has the power to spark change. Our work mirrors this. We're relentless in our pursuit of opportunities to represent the best interests of people and the planet—whether that takes us into communities, across the country, or around the world. Our team of professionals stands ready to bring – and tap into – diverse perspectives, experiences and expertise to tackle the most critical social and environmental issues of our time.