



Deputy Director of People + Culture

*Los Angeles, CA
Chicago, IL
Atlanta, GA
Washington, DC
New York, NY
Dallas/Fort Worth, TX*

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About Lambda Legal

Lambda Legal is a national organization committed to achieving full recognition of the civil rights of lesbians, gay men, bisexuals, transgender people, and everyone living with HIV through impact litigation, education, and public policy work.

Since 1973, Lambda Legal has used impact litigation and other advocacy tools to decriminalize same-sex relationships; challenge discrimination against LGBTQ people and people living with HIV in the workplace, in the home, in schools, in health care, and in the military; and protect LGBTQ families, including by winning and defending marriage equality. Clients are not charged for legal representation or advocacy, and Lambda Legal receives no government funding. Headquartered in New York City, Lambda Legal has regional offices in Los Angeles, Chicago, Atlanta, Dallas, and Washington, D.C.

Lambda Legal believes that serving the full breadth of the LGBTQ and HIV communities requires cultural competency and enthusiasm for diversity of all kinds. To be successful, the organization approaches its work with an understanding that discrimination based on sexual orientation or gender identity is not the only obstacle to achieving full formal and lived equality for LGBTQ people and everyone living with HIV; rather, it recognizes the intersectional nature of discrimination, specifically including biases based on race, religion, national origin, gender, disability, education, and class. In light of this reality, Lambda Legal prioritizes awareness and proactive commitment to counteracting these biases and their compounding effects.

Position Summary

Lambda Legal seeks a talented Human Resources (HR) professional to join the rapidly growing organization working closely with the Chief of People and Culture (CPC) to facilitate union and employee relations and engagement, lead talent acquisition/recruiting efforts, help to foster a positive organizational culture, and to promote professional development of all team members. The ideal candidate is a strong leader with a desire to operate collaboratively and independently, serving as a trusted “number two” to the Chief of People and Culture leading the Human Resources department, and capable of leading the Human Resources function in the CPC’s absence.

Under the supervision of the Chief of People and Culture, the Deputy Director is responsible for overseeing, managing, and supporting critical aspects of the organization’s HR operations. The Deputy Director enforces and evaluates legally compliant human resources policies, procedures, and best practices, and helps to identify and implement long-term strategic talent management goals. Additionally, the Deputy Director serves as a primary liaison to Lambda Unites, the Lambda Legal Employee Union (WBNG Local 32035, CWA) and is the subject-matter expert regarding the organization’s retirement plans.

Essential Job Functions

The Deputy Director of Human Resources reports to the Chief of People and Culture. This role requires a positive attitude and friendly demeanor, toughness, and a high degree of emotional intelligence. The following is a list of core responsibilities of the Deputy Director:

- » Collaborates with the Chief of People and Culture to lead and participate in the development and implementation of organizational goals and strategy related to staffing, recruiting, and retention
- » Analyses, recommends, and administers policies and procedures
- » Acts as an internal advisor to staff, supervisors, and managers in the interpretation and application of policies, procedures, rules, and laws in a fair, equitable, and consistent manner
- » Develops, designs, and coordinates a suite of training programs based on staff needs
- » Executes and supervises the administration of HR programs including, but not limited to: compensation; benefits, including retirement plans; sick, personal, and vacation time, sabbaticals, bereavement leave, and other leaves of absence; performance and talent management; training and development; employee engagement; recognition; morale; and organizational culture
- » Provides guidance and assists supervisors and managers in the administration of performance management and disciplinary matters
- » Collaborates with Chief of People and Culture and department heads in the development and maintenance of staff's professional development
- » Responds to and resolves difficult and sensitive disputes and performs necessary investigations
- » Facilitates union and employee relations and fields and shepherds union grievances to and through resolution
- » In collaboration with department heads, helps identify talent and staffing needs
- » Develops and executes best practices for hiring, onboarding, and talent management
- » Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommends best practices; reviews and modifies policies and practices to maintain strict compliance
- » Works with HR benefit partners for support needs, including but not limited to: plan design, claims administration, COBRA, and retirement administration

Qualifications

Skills + Competencies

- » 7+ years of human resource management experience required
- » Bachelor's degree in Human Resources, Business Administration, or related field from an accredited college or university required; Master's degree preferred
- » Must have knowledge of and experience with benefits programs including health insurance, long-term disability programs, workers' compensation insurance, unemployment regulations, life insurance, 403(b) retirement plans, COBRA, etc.
- » Experience working with unions and union relations strongly desired
- » SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) strongly preferred
- » Strong organizational, time management, critical thinking, and problem-solving skills with exceptional attention to detail
- » Ability to maintain absolute confidentiality and professional standards of conduct at all times
- » Passion for Lambda Legal's mission and the field of Human Resources is essential
- » Must be able to work in an autonomous environment and be self-directed and self-motivated
- » Any successful candidate will welcome the opportunity to work in a racially- and gender-diverse environment and to contribute to a positive and inclusive atmosphere

Working at Lambda Legal requires a demonstrated awareness of and commitment to the concerns of the breadth of the communities that Lambda Legal serves. Prior work on behalf of the LGBT community and/or people living with HIV is highly desirable. Some experience working with historically marginalized communities (in a professional or volunteer capacity) is also desirable. Any successful candidate will welcome the opportunity to work in a gender-diverse and racially diverse environment.

Reporting Relationships

The Deputy Director of People + Culture reports to the Chief of People + Culture and supervises the Human Resources Manager and the Payroll + Benefits Specialist.

Leadership + Key Colleagues

(Please do not contact the organization or its leaders directly)

Kevin Jennings **Chief Executive Officer**

Formerly president of the Tenement Museum, Kevin's contributions to the LGBT movement began in 1988 when he helped students create the first school-based Gay-Straight Alliance club, leading him to found and lead the Gay, Lesbian, and Straight Education Network (GLSEN) for 18 years. He then served as an Assistant Secretary of Education for President Obama, after which he led the Arcus Foundation, the world's largest foundation for LGBT rights organizations, for five years.

He has received multiple national and international awards, including the "Friend of Children" Award from the National Association of School Psychologists, the Human and Civil Rights Award of the National Education Association, the Distinguished Service Award of the National Association of Secondary School Principals, the Diversity Leadership Award of the National Association of Independent Schools, the Bob Angelo Medal from COC Netherlands, and the "Appalachian Hero" Award from the Appalachian Community Fund, where he established the Alice Jennings Fund, which supports organizations serving low-income and battered women in the South. He also received the Distinguished Alumni Award from his undergraduate alma mater, Harvard University, in 2019, and the Distinguished Alumni Award of one of his graduate schools, Teachers College of Columbia University, in 2012.

Kevin is a Lambda Literary Award-winning author of seven books. His memoir, *Mama's Boy, Preacher's Son: A Memoir*, was named a Book of Honor by the American Library Association in 2006. He also helped write and produce the documentary *Out of the Past*, which won the 1998 Sundance Film Festival Audience Award for Best Documentary and is an Executive Producer of the documentaries *The Lavender Scare* (PBS, 2019) and *Welcome to Chechnya* (HBO, 2020), the latter of which was short-listed for the Academy Award for Best Documentary.

Kevin is actively engaged in nonprofit and community causes. Currently, he serves on the Boards of the Witness Stones Project, the Pride Fund of the Connecticut Community Foundation, the Ubunye Challenge, and Muslims for Progressive Values. Among his many past Board Memberships are the Harvard Alumni Association, Union Theological Seminary, Marjorie's Fund, the You Can Play Project, and he was the founding Board Chair for the Tectonic Theater Project, which created The Laramie Project.

In addition to his degrees from Harvard and Columbia University's Teachers College, Kevin holds an MBA from NYU's Stern School of Business.

Mildred Perez **Chief of People + Culture**

Mildred Perez has more than 20 years of experience in Human Resources, starting her HR career as an Administrative Assistant at the Guttmacher Institute, a non-profit advancing sexual and reproductive health worldwide. Mildred continued her journey gaining greater

responsibilities within organizations ranging from manufacturing and real estate to higher education and wholesale, while also giving back by volunteering at colleges to help students, alumni, and faculty prepare their resumes and practice for interviews.

Prior to joining Lambda Legal, Mildred spent nearly 15 years with Jetro Holdings, LLC where she was responsible for strategic initiatives, employee relations, training, compliance, project management and providing guidance and training to HR Administrative Assistants and Supervisors in 94 locations throughout 27 States.

With deep roots in Puerto Rico, Mildred enjoys returning to the island to travel through its picturesque cities, and while in the continental US, she enjoys visiting museums and historical sites, hiking, running, biking, and volunteering.

Compensation + Benefits

The salary range for this position is \$100,000 to \$120,000.

A competitive benefits package is provided, including:

- » Medical*
- » Dental*
- » Life insurance*
- » Short- and long-term disability insurance*
- » Vision
- » Pre-tax Health Flexible Spending Account
- » Dependent care account
- » Commuter transit account
- » 403(b) retirement account with a 2% employer contribution plus up to a 4% match
- » Substantial vacation (accrue up to 15 days year 1)
- » Three personal, 12 sick days
- » Lambda Legal observes ten holidays per year and is supportive of observance of religious holidays

** Life insurance, short- and long-term disability, and basic medical and dental provided at no cost to the employee.*

Location

This position can be located in any of the following major metropolitan areas where Lambda Legal has a regional office:

- » Western Regional Office – Los Angeles, CA
- » Midwest Regional Office – Chicago, IL
- » Southern Regional Office – Atlanta, GA
- » Washington, DC Office
- » National Headquarters – New York, NY
- » South Central Regional Office – Dallas, TX

Travel + COVID Statement

During the COVID-19 pandemic, travel will be minimal. In the future, however, regular travel is required, making approximately two trips to each of the organization's five regional offices per year.

The health and wellbeing of our employees and their loved ones are of the utmost importance to us. During the pandemic, we have chosen to close our offices. Although staff are mostly working from home, some employees have returned to work in the office voluntarily. We follow CDC and Department of Health guidelines to ensure the safety of employees who occasionally need to work from the office. We have an employee task force that is continually evaluating and assessing when we can re-open. At this time, the offices will remain closed until at least February 2022.

EEO + Diversity, Equity, and Inclusion

Lambda Legal is committed to further building and maintaining a staff that reflects the full range of LGBTQ, HIV-affected and allied communities, and is an equal opportunity employer. People of color, transgender, non-binary and gender-diverse people, women, people with abilities in multiple languages, immigrants, people living with HIV, and people living with (or perceived as having) other physical or mental disabilities are encouraged to apply.

Background Checks

Before sending your resume for this position, please read it over for accuracy. Cooper Coleman verifies its candidates' employment and academic credentials at the time of offer, and our clients frequently conduct background checks before finalizing an offer.

Submission Instructions *(read carefully)*

The position is open until filled.

[Cooper Coleman](#) is leading this search on behalf of Lambda Legal. To apply, please [visit this link](#) (www.coopercoleman.com/lambda-legal-jobs). Inquiries and nominations of qualified candidates can be sent to:

Kathy Kraushar
kathy@coopercoleman.com

Kindly use the position title as the subject line of your email. All inquiries will be held in confidence.

A cover letter is not required with your initial application. Candidates invited for interviews will be asked to provide a thoughtful letter of interest indicating their specific qualifications for the opportunity, desire to join Lambda Legal, and connection to its mission.

Review of applications will begin immediately and continue until the successful candidate has been selected.

Cooper Coleman LLC is committed to providing equal employment opportunities to all qualified candidates and will refer candidates without regard to race, color, religion, national origin, sex, sexual orientation or identity, age, ability, veteran status, or any other legally protected basis.

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About Cooper Coleman

Cooper Coleman is a full-service recruiting and consulting firm partnering exclusively with nonprofit organizations, foundations, and research and academic institutions to drive meaningful growth. We move organizations *forward* by placing the right leaders in the right roles at the right time, and we help to strengthen management and fundraising capacity to amplify their mission and impact.

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