Director of Talent and Operations
(Location: Remote | California preferred)

Who We Are

Engage R+D is a strategic learning and evaluation firm with a passionate and energetic team of 15 diverse professionals dedicated to harnessing the power of evaluation and research to advance equity and fuel social change. We bring together people, data, and ideas in creative ways to inform strategy and drive results in the social sector. We approach our work with intellectual curiosity, a sense of humility, and grounding in the communities that are ultimately impacted by what we do. Through a collaborative team-based approach, we engage stakeholders in collective problem-solving and strive to draw upon each of our diverse perspectives and strengths. We believe in the importance of a collaborative and intellectually stimulating environment that supports organizational learning and opportunities to strengthen our practice and advance the field. We seek to create the conditions and space for teams to do their best work.

The Director of Talent and Operations is a new position at Engage R+D, and we are looking for a people-centered leader to join our dynamic team. We offer a highly collaborative organizational culture and competitive compensation package that includes health/vision/dental insurance, a 401(k) retirement plan, flexible paid time off (inclusive of standard holidays, sick, and vacation), wellness stipends, and flexible work arrangements. Engage R+D is a virtual consulting firm of smart, fun, and passionate colleagues dedicated to creating a more just and equitable world. Team members typically work from home-based offices and co-working spaces, with most team members clustered in the Los Angeles and Bay Areas.

Who You Are

You are an experienced leader that enjoys mission-driven work and supporting people who are passionate about social justice. You bring a collaborative and entrepreneurial spirit to create conditions, infrastructure, and an organizational culture that values inclusiveness, collaboration, and excellence. You work to foster effective relationships and bring a track record of supporting team members’ learning, development, and career growth.

You collaborate with the leadership team to ensure our people and operational objectives align with and support organizational goals and values. You are flexible, resourceful and can quickly pivot when the organization’s needs change. You enjoy identifying solutions to challenges and ways to improve systems and processes. You bring 7-10 years of professional work experience managing operations, including insurance and human resources, infrastructure development, risk management, technology solutions, and preferably in a professional service or nonprofit environment.

What You’ll Do at Engage R+D

The Director of Talent and Operations will report to the Co-founders and be part of an evolving leadership team. The overarching role is to continuously strengthen internal operations, infrastructure, and organizational well-being.

Human Resources and Talent Management

- Provide strategic oversight and coordination of talent recruitment, hiring, onboarding and development, annual performance reviews, career pathways, professional development, and internal training and learning opportunities.
- Provide strategic support and/or leadership for internal teams focused on workload forecasting and management, organizational learning, communications and knowledge sharing, business development, and operational meetings and retreats.
- Design, implement, and maintain equitable human resources policies and protocols consistent with Engage R+D’s values, including compensation and benefits administration.
- Ensure workplace policies, procedures, and HR materials are current, transparent, and aligned with organizational culture,
strategic direction, and commitment to diversity, equity, and inclusion.

**Operations/Administration/Planning**

- In collaboration with the Executive team, contribute to and/or lead the implementation of internal initiatives that support the development of organizational growth strategies and strategic objectives.
- Play a critical role in refining and guiding the future development of internal operations based on field and contextual shifts and opportunities, including evolving technological solutions, operations and personnel-related systems, structures, and processes as needed.
- Develop and/or refine operational systems, tools, processes, and procedures to support the effective and efficient functioning of our evolving virtual work environment.
- Manage insurance broker and vendor relationships to assure adequate coverage for organizational needs, client contracts, and best practices.
- Regularly review all security and information technology (IT) related vendors, contracts, procedures, processes, including implementation and administration.
- Oversee knowledge management to ensure organizational and project-related files are readily accessible to those who need them.

**Qualifications**

**Professional Experience**

- 7+ years managing human resources programs and services for an organization operating in multiple locations to align with organization culture, comply with federal and state laws and regulations, and achieve organizational goals.
- Experience working in a nonprofit organization, professional services firm, philanthropy, or higher education institution in the role of human resources manager, director of talent and people, or senior HR leader.
- Strong leadership, problem solving, and interpersonal skills with the ability to organize and prioritize work in response to evolving needs and opportunities.
- Experience executing and refining performance management systems in a matrixed, remote environment.
- Financial and business acumen with demonstrated experience overseeing budgets, financial analysis, and business metrics.
- Supervisory experience with direct oversight of 1–2 employees.
- Bachelor's degree and SHRM-CA or HRCI-CA certification preferred.

**Personal Attributes**

- Alignment with our organizational values and unwavering commitment to equity and inclusion in our internal and external practices.
- Interest and excitement to contribute to a young, entrepreneurial, and innovative organization dedicated to social justice and tackling mission-critical issues.
- Strong skills in collaboration and comfort working in a collegial environment in which information is shared and decisions are made in a collaborative fashion.
- Problem solver with the ability to develop or produce effective solutions when faced with challenges, while remaining results-oriented and calm during times on uncertainty.
- Flexible, adaptive, and able to multi-task; comfort with ambiguity and fast-moving environments while also driving toward clarity and solutions.
- Unquestionable integrity, credibility, and the ability to maintain confidentiality of sensitive or proprietary information.
• Demonstrated business acumen and resourcefulness in setting priorities and guiding investment in people and systems.
• Curiosity, cultural humility, self-awareness, and openness to both learning and teaching others.

Compensation

We offer a competitive compensation package and an inclusive and collaborative work environment that centers relationships, wellbeing, and joy. The starting salary range for this position is $120,000-$135,000 and benefits include, but are not limited to:

• Health insurance for employee with a range of provider options and tiers as well as full dental, vision, and life insurance
• 401(k) retirement plan with employer contribution and profit sharing
• Flexible work schedule and flexible Paid Time Off (PTO) of six weeks during the first year (inclusive of sick, federal holidays, and vacation time)
• Professional development funds ($1,500 annually) as well as ongoing support to deepen knowledge and skills and tap into your personal passions
• Wellness benefits including a monthly stipend for gym membership, wellness activities, and team retreats
• Equipment, supplies, and monthly phone stipend for virtual home office

How to Apply

To apply please send a cover letter outlining your interest and qualifications, along with your resume to careers@engagerd.com.

Engage R+D is an Equal Opportunity organization with a strong commitment to equity, diversity, and inclusion. We welcome applications from all and strongly encourage individuals underrepresented in the workforce to apply.