

Director of Human Resources and Operations



Reports to: Senior Director of Impact and Operations, Executive Director

Direct Reports: Operations Coordinator

Location: Austin, TX

Schedule: Full-time, Monday through Friday, with some weekend days to flex for weekdays as needed

Salary: \$70,000- \$80,000 (exempt), Benefits (see below)

Preferred Start Date: January 2025

Who we are:

Urban Roots works with youth leaders to grow fresh food and build a community dedicated to achieving food equity. The only farm-based youth development and community impact organization in Austin, we have worked with over 600 youth through paid internships that support their growth as leaders. This past growing season, our staff, youth interns, and volunteers harvested over 119,000 servings of sustainably-grown produce on our farms in East and South Austin. We dedicated more than 75% of that to increasing food access to underserved communities through our programs and our food-access partners.

To learn more about Urban Roots, we encourage you to [visit our website](#) and [check out this video](#) to hear directly from Urban Roots youth leaders.

Job Summary:

The Director of HR and Operations oversees and is accountable for the success of all the financial, operational (equipment, systems and processes), and human resource functions that keep the organization functioning efficiently while advancing the mission. The Director of HR and Operations supervises an Operations Coordinator and a bookkeeping consultant.

Essential Job Duties:

- **Human Resources (35%)**
 - Manage and execute all HR functions, including but not limited to:
 - hiring procedures, onboarding, employee engagement, annual performance review processes, exit interviews, staff pay, payscale, reviewing and implementing staff benefits, staff and youth payroll, payroll allocations, monthly benefits reconciliation and reporting.
 - Collaborates with Team Leads to support a joyful, connected, and positive work culture, including coordinating staff team building events, celebrations and in-person meetings.
 - Manages organizational culture and HR-related strategic initiatives, with a focus on DEIB efforts (including developing & implementing organizational values, improving accessibility of community & program spaces, and developing equity centered financial systems & processes).
- **Operations (30%)**
 - Manage and execute all Operations functions, including but not limited to:
 - Oversees organizational contracts and MOUs to assess risk to org, staff, youth, and volunteers, ensure compliance, and maximize organizational ability to fulfill our mission, including insurance coverage (eg. annual insurance process, certificate of insurance followup, special event insurance) and rental agreements.
 - Manages Urban Roots' facilities (office & farms) by ensuring rents/utilities/payments/bills are paid on time, work spaces are safe for staff, youth, and the public to access, monitoring adherence to public rules & regulations, and ensuring

all staff have the tools & resources they need to be successful through procuring and coordinating supplies and overseeing equipment maintenance.

- Manages organizational process-related strategic initiatives, with a focus on project management and internal communications.
- **Finance (10%)**
 - Partners with bookkeeper & accounting consultants, manage/oversee all finance responsibilities in line with UR's Financial Policies and Procedures, including but not limited to:
 - Annual budgeting process, monthly budget vs. actual reporting to all teams, annual audit, overseeing the processing of income/revenue, grant budgets and allocations, invoices, purchasing procedures, purchasing of large items, overseeing coding and credit card reconciliation, and managing the Capital Growth Campaign expenses.
 - Manage monthly reporting to the UR Board of Directors, including participating in and co-coordinating monthly Finance Committee meetings with the Board Treasurer/Finance Committee Chair.
 - Working with bookkeeper & accounting consultants, ensure completion of day-to-day finance tasks such as processing income, expense recording, receipt tracking, credit card reconciliations, and bank deposits.
 - Act as primary contact for bookkeeping & accounting services.
- **Supervise operations staff (10%)**
 - Provide support for the Operations Coordinator by gathering feedback and providing coaching and personal check-ins in regular 1 on 1 meetings
 - Coordinate and communicate key organizational information and processes, gather feedback, and review performance toward people, operations, and finance goals through regular team meetings
 - Create and deliver performance reviews in sync with organizational schedule
- **Organizational Leadership (10%)**
 - Attend weekly Team Leads meetings to collaborate and address topics impacting the overall health and success of the organization.
 - Advise senior leadership on decisions impacting overall operations of the organization
 - Nurture a positive, collaborative, and respectful culture across the organization
 - Represent the organization as an ambassador of our mission and values
 - Provide leadership and input in cross team activities as directed (e.g. hiring, planning committees)
 - Participate in organization- wide initiatives, including DEIB and culture work
 - Plan a facilitate all-staff and team meetings and provide cross-departmental support
 - Participate in annual planning, budgeting, and performance review process
- **Organizational health (5%)**
 - Create an environment of radical hospitality on our farms and at our events where all guests feel seen, welcomed, included, inspired, and invited to engage with our work
 - Collaborate through communication
 - Communicate clearly, regularly, and in a timely fashion internally and externally across multiple channels in order to support a highly efficient, effective, and respectful work culture
 - Maintain an updated calendar and communicate scheduling needs in advance

- Document and gather project data in line with organizational and project specific guidelines.
- Support cross-departmental projects and other duties as assigned, within capacity

We are looking for you if:

- You are an amazing organizational leader with proven experience supporting diverse teams of passionate people to achieve common goals, such as: creating a culture of inclusion and joy, navigating conflict with grace and compassion, and coaching and supporting others to achieve their professional goals.
- You believe that anti-racist policies and practices and diversity, equity and inclusion are essential for an organization to be successful.
- You have a keen eye for detail and a talent for explaining technical and complex information to a general audience.
- You're a natural problem solver and love exploring issues around what it takes to protect the organization, staff, youth and volunteers from workplace risk.
- You take a diplomatic approach to delivering challenging information, remain calm under pressure, and deliver high-quality work under time constraints.
- You bring a unique point-of-view and diverse perspectives.
- You want to occasionally get your hands in the soil and to learn about growing food and food equity!

Qualifications & Personal Characteristics:

- Minimum of three years' experience working in a role with similar responsibilities, including organizational leadership
- Proven personal investment in DEIB work and experience putting DEIB initiatives into practice in a professional setting
- Spreadsheet & project management software proficiency
- Experience using payroll software preferred
- Excellent communication skills
- Bilingual English and Spanish skills a strong plus
- Strong attention to detail
- Comfortable regularly switching gears from strategic and big-picture projects to concrete, hands-on tasks
- Positive attitude, desire to see others succeed, and willingness to help problem-solve with honest feedback and ideas for solutions

Benefits & Workplace Location:

- **Location:**
 - Urban Roots has offices within AISD at 4900 Gonzales Street in East Austin that are open for use by all staff. We currently have a hybrid office/work-from-home schedule, requiring up to several days per month at the office. In addition, we have several all-staff-at-the-farm days that may begin as early as 8 a.m. Our two urban farms are located in East and South Austin.
- **Benefits:**
 - Significant employer contribution toward health insurance benefits coverage (including medical, dental, and optical plans)
 - Employer-paid short-term and long-term disability insurance
 - Time off:
 - 120 hours per calendar year of paid time off (PTO), prorated according to start date
 - 15 additional paid holidays and the work days between Christmas and New Years Day
- **Extras:** Farm-fresh vegetables to take home!

Diversity & Inclusion Statement

Don't meet every qualification listed? We actively encourage applications from individuals of all backgrounds, especially those historically underrepresented in nonprofit leadership. Studies show that women, LGBTQ+ individuals, and people of color often hesitate to apply if they don't meet every requirement. At Urban Roots, we're committed to building a diverse, equitable, and inclusive team where everyone feels they belong. We believe that diversity strengthens our organization and enriches our community, and we welcome candidates who bring unique perspectives and experiences to help us advance our mission. If this role excites you, but your experience doesn't align perfectly with every qualification, we'd still love to hear from you. You may be the perfect fit for this role or another opportunity within our organization.

Application process:

- Resumes and cover letters should be emailed to jobs@urbanrootsatx.org
- Use email subject line "Director of HR & Administration Application"

The application period closes November 26,, 2024. Applications will be reviewed on a rolling basis. This position is available immediately and will remain open until filled. Because of our work with youth, final round candidates will be submitted for background and driving records checks before an employment offer is finalized. Please honor our administrative and safety protocols – no phone calls or walk-ins.