



Dorchester Bay Economic Development Corp. Seeks Director of People and Culture

About Dorchester Bay Economic Development Corporation

Established in 1979, [Dorchester Bay Economic Development Corporation \(“DBEDC”\)](#) acts to build a strong, thriving, and diverse community in Boston’s Dorchester neighborhoods. Working closely with neighborhoods, residents, businesses, and partners, DBEDC focuses on the following:

Real Estate Development

DBEDC develops housing and commercial projects that are important to the community and clearly respond to community needs. To date, DBEDC has built or preserved over 1,114 units of housing and over 160,000 square feet of commercial space. Click [here](#) for a map of DBEDC’s real estate portfolio.

Economic Development

Economic development takes many shapes and forms, and DBEDC is active in a number of important disciplines and initiatives focused upon job creation, wealth creation, and economic growth, including:

- [Access to Capital](#)
- [Small Business Technical Assistance](#)
- [Reentry Program](#)
- Workforce Development Program

Community Engagement

Since its inception, DBEDC has engaged more than 3,100 residents and families through resident initiatives, youth and seniors programming, public policy advocacy, summer camp, and technology classes.

Based in the Uphams Corner, DBEDC has a staff of thirty, total assets of \$229 million, and an annual operating budget of approximately \$6,500,000, exclusive of rental property operations. DBEDC is overseen by a highly engaged 16-member Board of Directors comprised of community representatives and local business leaders. DBEDC recently hired Kimberly Lyle as its CEO to replace, Perry Newman, who will retire from as CEO effective June 30, 2022.

Position Overview

DBEDC has re-imagined its human resource and talent management function and has created a Director of People and Culture (“DPC”) position to align DBEDC with progressive human resource practices. Reporting directly to the CEO, the DPC will be an integral member of DBEDC’s leadership

team and will partner with the CEO to define and cultivate an organizational culture that is collaborative, inclusive, empowering, and culturally sensitive. In addition, the DPC will administer all human resource functions, including benefits management, payroll support, employee professional development, and performance evaluation.

Specific Responsibilities

- Serve as a collaborative thought partner with the CEO and leadership team to develop and execute an organization-wide, forward-looking vision that centers diversity, equity, inclusion, and belonging (“DEIB”) as core components of DBEDC’s human capital strategy and the lens through which strong, inclusive, and culturally sensitive business decisions are made.
- Ensure that DEIB remains at the forefront of all people and culture strategies and advise on the resources and timing required to achieve those strategies.
- Partner with the DBEDC’s internal staff led I.D.E.A. (Inclusion, Diversity, Equity Advocates) Committee to incorporate staff insights into people and culture strategies.
- Work with senior leadership to create and administer equitable, inclusive, and sustainable human resource systems, processes, and engagement and retention strategies to effectively facilitate the hiring, onboarding, performance management, and development of a diverse staff.
- Develop training, guidance, and support to DBEDC’s people managers to allow them to maximize staff engagement, retention, and development.
- In partnership with the CEO, advise the Board of Directors, program directors, and residents on the people and culture implications of strategic initiatives and ongoing programs.
- Develop and administer DBEDC’s compensation strategy, ensuring fair and equitable treatment across all positions.
- Innovate the annual performance management process and develop professional development initiatives.
- Work in collaboration with third-party providers to administer all human resource functions, including benefits management, vacation allocations and tracking, payroll support, and performance evaluation.
- Work collaboratively the Director of Finance and Administration to contract with third-party providers and hold them accountable for delivering tailored human resource services and insurance programs.
- Serve as the content expert and sounding board to managers to resolve employee and employment issues, interacting with legal representatives and third-party providers when necessary.
- Assist the CEO and senior leadership to create equitable and sustainable policies and procedures to maximize the benefits and minimize the challenges associated with a hybrid work environment.

Desired Credentials/Profile of the Ideal Candidate

- A bachelor’s or a master’s degree in a related field is preferred.

- At least 5 years of senior experience as a human resource leader at an organization of comparable size, scope, and complexity.
- Passion for and commitment to DBEDC's mission, vision, and values.

Skills and Experience

- Prior experience developing and guiding company-wide people and culture strategies, policies, and procedures.
- Able to lead change at an organizational level, energetically engaging teams to address challenges, execute on specific goals and tactics, and maximize the capacity of high-performing professionals.
- A commitment to and experience leading DEIB initiatives, both internally and externally, with the ability to integrate DEIB into an organization's work and culture.
- Skilled serving as a trusted advisor on people-related issues and an informed advocate for the resources needed to maximize staff talents.
- Solid business acumen, comfort with ambiguity, and the ability to integrate the work of human resources into the context of the whole organization.
- An entrepreneurial and flexible spirit with the capacity to creatively solve problems.
- Strong written and verbal communication skills to engage and motivate staff, board members, and others associated with DBEDC.
- Exceptional interpersonal skills, diplomacy, and a collaborative mindset with a desire to be a proactive leadership team member.
- Experience working in a diverse, multi-cultural, and multi-generational environment.
- A passion for DBEDC's mission along with knowledge of affordable housing, community engagement, and/or resident services would be a plus.
- Strong organizational skills with the ability to multi-task while attending accurately to details.

Compensation and Benefits:

This is a full-time, salaried, exempt position with a starting salary range of \$140,000 to \$160,000, commensurate with experience and qualifications. DBEDC also offers a comprehensive and generous benefits package.

Application Process and Additional Information

DBEDC views diversity, inclusion, and cultural competence as vital guiding principles in all our work with clients and communities. We welcome and encourage applications from visible minority group members, indigenous persons, members of the LGBTQ community, persons with disabilities and others who may contribute to the diversity of the organization and reflect the diversity of the communities we serve.

Candidate must include a resume and a cover letter that describes how your qualifications and experience match the needs and mission of DBEDC. Applications will be accepted until the position is filled. Upload required documents to: <https://eostransitions.applicantpool.com/jobs/>.

This executive search is being conducted by Eos Transition Partners consultant, John Tarvin. All submissions will be acknowledged and are confidential, and any questions can be submitted to John at: jtarkin@eostransitions.com.