



## **Job Posting: Human Resources Director**

**To apply, fill out the form at**

**[https://tribalcleanenergy.libwizard.com/f/employment-app\\_HRD](https://tribalcleanenergy.libwizard.com/f/employment-app_HRD).**

### **ABOUT THE ALLIANCE**

The Alliance for Tribal Clean Energy is an Indigenous-led 501(c)(3) nonprofit capacity-building organization supporting the self-determined efforts of Native American tribes to access and deploy federal and other funding streams to build and transition to regenerative clean energy systems as a means to mitigate climate change, diminish poverty, and create thriving economies while protecting Mother Earth for future generations.

Founded in 2016 by a woman of Native American and European descent, the Alliance is focused on empowering underrepresented talent across all identities. The Alliance is an equal opportunity employer and welcomes all qualified applicants regardless of race, ethnicity, religion, gender, gender identity, sexual orientation, disability status, protected veteran status, or any other characteristic protected by law. We are a diverse team of amazing Native and non-Native human beings who actively work to create an inclusive environment where all our employees can thrive in an environment free from judgment and harassment. An equal opportunity employer, the Alliance consists of a diverse team committed to mitigating bias and lifting barriers. We recognize that diverse experiences, perspectives, and backgrounds enable us to be a stronger company and workplace. Not only will you be welcome here, your unique thoughts and opinions will be encouraged, celebrated, and deeply valued.

Our team values a diverse workplace and strongly encourages Indigenous women, people of color, LGBTQ+ individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.

## **POSITION DESCRIPTION**

The HR Director provides vital leadership for the Alliance for Tribal Clean Energy (ATCE, or “the Alliance”) and is responsible for ensuring the overall health and well-being of the human resources that serve the organization. The HR Director is responsible for stewarding and expanding the organization’s part-time and full-time team of employees, creating a healthy workplace culture and environment for all stakeholders interacting with ATCE. The Human Resources Director is essential in managing employee relationships, providing staff training and capacity-building support and services, and collaborating across all departments while growing the Alliance’s staff through retention and recruitment.

The HR Director has a dynamic role that reflects essential functions of human resources best practices and is grounded in a deep understanding of tribal nations, values, and multicultural leadership. The HR Director is a systems thinker and acknowledges that the Alliance consists of a carefully curated, long-standing, and sometimes sensitive set of relationships between employees, contractors, tribal nations, and a wide range of stakeholders within the clean energy ecosystem. The HR Director is responsible for upholding a positive work environment and culture with the Alliance employees while supporting meaningful, authentic relationships within the team and consistent professionalism and cultural awareness that build trust with tribal nations.

The HR Director will interface with all staff and report directly to the Alliance’s CFO.

### **Key Responsibilities:**

- Work closely across the organization and with the Senior Leadership Team (SLT), to realize the mission, ensure healthy relationships, and move momentum in the direction of tribal clean energy sovereignty.
- Set quarterly HR goals and targets for the department and present to SLT.
- Propose HR organizational priorities, set SMART goals, and work across departments to get buy-in from SLT.
- Hire and manage the Human Resources Associate
- Work closely with Insperity and SLT to understand staff morale, implement staff satisfaction system, and manage staff recruitment and retention efforts.
- Develop and roll out optional and mandatory Staff Training and Development programs.
  - Conflict resolution
  - Sexual harassment
  - DEIJ, LGBTQ+
  - Gender orientation
  - Nonviolent Communication
- Enlist all staff in key legal compliance and make sure all laws are being followed.
- Build partnerships with circuit(s) of sites for career position promotion, etc.
- Form strategic partnerships with Native colleges and universities and develop

collaboration pathways.

- Manage a network of specialty service providers and facilitate special meeting needs as they arise.
- Be the go-to for issues around salary, compensation, and employee benefits. Work closely with the CFO and accounting office to maintain clear records and comprehensive systems for data management.
- Legal and Ethical Compliance
  - Work with the legal team and CFO to understand compliance and regulatory requirements.
- Manage budgets, understand basic accounting, and ensure staff performance and development excel.
- Support departments in developing organizational policies and protocols to ensure staff is in compliance

## **Qualifications**

- Associate's degree required; Bachelor's degree preferred
- Excellent written and verbal communication skills.
- Highly organized, project management expertise.
- Experience working with HR software systems, including applicant tracking software.
- Proven experience in Human Resources, preferably for a Native American Tribe, Tribal Organization, or Indigenous non-profit setting.
- Proficiency working in a Google Workspace.
- Experience with project management and CRM platforms.
- Strong attention to detail, organizational skills, and excellent analytical and problem-solving abilities.
- This is a fully remote position. Occasional domestic travel may be required.
- Preference will be given to candidates with experience living or working in Tribal communities in the United States.

## **Required Application Materials:**

- A cover letter detailing qualifications for this position.
- A current resume or curriculum vitae.
- Name and contact information for three professional references.

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**Questions, email [library@tribalcleanenergy.org](mailto:library@tribalcleanenergy.org)**