



## Director of Human Resources

***Role based in NYC (Hybrid) or Continental United States (Remote with expectation to work Eastern Standard Time zone hours)***

CREO is a NYC-headquartered not-for-profit with a mission to mobilize and catalyze high-impact capital to drive the necessary transition to a low-carbon, sustainable, and prosperous future for all.

We facilitate investment in sustainability by helping large asset owners and our membership community to build knowledge and confidence via shared insights, research, and programming that focuses on the question of 'how' to invest in the decarbonization transition.

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CREO seeks a mission-driven human resources leader with deep experience building high-performing, inclusive teams and designing people-centric systems for the role of **Director of Human Resources**. This role will guide all aspects of CREO's global people operations, ensuring that the organization attracts, develops, and retains exceptional talent while cultivating a culture grounded in purpose, trust, and collaboration.

The ideal candidate has a strong HR generalist background – someone who is comfortable owning multiple areas of HR simultaneously and thrives in fast-moving, resource-conscious environments. We are especially interested in candidates who have built or scaled HR functions within nonprofits or startups, where wearing many hats, operating with lean teams, and maintaining a hands-on approach are the norm.

This role reports to the Chief Operating Officer and works closely with senior leadership to align the people strategy with organizational goals and values.

### Primary Objectives

#### 1. Talent Acquisition & Workforce Planning

- Lead full-cycle recruitment and selection processes across CREO's global hiring, ensuring equitable and consistent hiring practices.
- Partner with senior leaders to design workforce plans that align with evolving organizational needs and budgets.
- Effectively represent and strengthen CREO's organizational brand to attract top mission-aligned talent.

#### 2. Performance Management & Development

- Oversee CREO's semiannual performance review process, ensuring alignment between individual objectives and organizational priorities.
- Manage all aspects of the performance cycle, including promotions, salary adjustments, and 360° feedback reviews.
- Support managers in delivering fair and meaningful feedback and promoting growth and accountability.



- Develop training, onboarding, and leadership development programs that reinforce continuous learning.

### **3. Compensation, Benefits, & Compliance**

- Administer CREO's global compensation and benefits programs, ensuring fairness, transparency, and competitiveness.
- Run multiple monthly payrolls across three platforms (ADP, Cintra, and Multiplier) for the global team, managing all manual calculations and reconciliations.
- Partner with Operations on salary band modeling, benchmarking, and bonus distribution cycles.
- Administer paid family leave and related CREO-benefits program, coordinating documentation, payroll adjustments, and compliance with state and international regulations.
- Lead annual open enrollment across multiple geographies, managing plan renewals, employee communications, and system updates in coordination with CREO's benefit providers.
- Ensure compliance with employment law across all jurisdictions, including the United States, United Kingdom, Chile, and future regions as CREO expands.
- Maintain detailed and compliant employee records across multiple entities and employment arrangements.

### **4. Culture, Engagement, & Employee Relations**

- Foster an inclusive, collaborative, and values-driven culture across all teams.
- Lead team satisfaction surveys, analyze feedback, and coordinate organizational improvements based on survey results.
- Serve as a trusted advisor and resource for managers and team members on workplace issues, ensuring equitable resolution.
- Oversee team building and engagement initiatives, including in-person retreats, virtual social events, and Slack-based engagement channels.

### **5. Policy & Systems**

- Draft, maintain, and update the Employee Handbook and HR policies in partnership with the COO.
- Oversee HR systems (ADP, Cintra, Multiplier, LinkedIn Recruiter, etc.) to ensure accuracy, security, and data integrity.
- Ensure global scalability of HR infrastructure to support a distributed, multi-geography organization.

### **Desired Qualifications**

- At least 10 years of progressive HR experience, including 3+ years in a leadership role.
- Experience building and scaling HR functions within a nonprofit or startup environment strongly preferred – candidates who have served as a team's primary HR resource and managed a broad scope of responsibilities will stand out.
- Demonstrated success building and scaling HR systems, policies, and programs.
- Strong knowledge of employment law and compliance across multiple global jurisdictions.
- Proven ability to run end-to-end payroll processes, including multi-country and multi-platform administration is preferred.



- Exceptional communication, interpersonal, and change-management skills.
- Strategic thinker who is equally comfortable rolling up their sleeves on day-to-day HR operations.
- A solutions-oriented mindset, with a continuous learning approach.
- Highly organized, self-motivated, and comfortable working in a fast-paced, globally distributed environment.
- Fluency in English required.

### **Compensation & Benefits**

This role will be paid a base salary between \$140,000 and \$160,000, commensurate with experience. Please note that this range reflects compensation for candidates based in New York City Metropolitan Region. Candidates who elect to work fully remotely from a different location may be subject to a salary adjustment based on their location and applicable geographic compensation guidelines.

Additionally, this role will be eligible for semiannual performance bonuses of up to 15% of the base salary.

CREO relies on ADP as our employer of record. Medical, dental, and vision insurance plans are available through ADP for the team member plus their spouse, children, or whole family; CREO contributes a monthly flat fee toward premiums. CREO also provides Basic Life and AD&D coverage at no expense to the team member, equal to 1x Annual Base Earnings.

CREO offers a generous time off package, including PTO and sick leave, week-long org-wide breaks in August and December, observation of federal holidays, and a Summer Friday program.

After six months of service, team members are eligible to participate in the company 401(k) plan, and CREO matches up to 4% on a payroll-by-payroll basis. Team members also have access to 12 weeks of paid family leave for qualifying life events after six months of service.

To apply, please send your resume and a note expressing your interest to **[hire@creosyndicate.org](mailto:hire@creosyndicate.org)**.



## **More about CREO**

All team members are partners in further engaging, supporting, and activating CREO's growing membership across two Global Hubs – the Americas and EMEA and India– and 25+ countries to advance CREO's goal of helping members deploy \$100B of high-impact capital into the decarbonization transition by 2025 and catalyze \$900B of institutional capital by 2028.

*CREO is not, and does not provide services as an investment advisor, investment analyst, broker, dealer, market-maker, investment banker, or underwriter.*

***Authorization to work in the United States is required.***

***CREO strives to be a diverse, equitable, and inclusive workplace. As an Equal Opportunity Employer, we are committed to providing employees with a work environment free of discrimination and harassment. All employment decisions are based on business needs and job requirements. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.***