

Director of People, Talent & Culture – Burnham RNG

Burnham RNG (<http://www.burnhamrng.com>) is a wastewater and agricultural waste-to-renewable natural gas (RNG) provider that helps communities profitably reduce treatment & disposal costs, improve environmental outcomes and re-use energy, water, and nutrients. Burnham manages and reuses organic waste and wastewater by transforming it into RNG, clean water, and high-value soil additives that enhance sustainability and profitability.

The company builds/acquires, owns, and operates renewable natural gas (RNG) producing facilities with the mission to end emissions from waste and to live in a future where waste is a resource used to create low-carbon commodities and fuels. Burnham is a turnkey solutions provider that can build, finance, and operate these facilities.

By marketing and selling RNG and capturing associated tax benefits, the company can significantly reduce the cost of waste treatment and disposal for communities while improving environmental outcomes.

To accomplish our mission, we are looking to build and grow a cohesive team in an execution-oriented culture. We have created the following cultural markers and strive to hire like-minded people to help fuel our growth.

We are HUMBLE...we take pride in the quality of our work, but recognize it can always be improved with the input of others.

We are DISCIPLINED...we strive for systemic, disciplined, consistent execution in everything we do.

We are ANALYTICAL... we need team members who come to conclusions using logic, data and math.

We are ENTHUSIASTIC...we care deeply about the outcomes of our work.

We are PROBLEM SOLVERS...we don't have all the answers. We need team members to take the initiative to figure it out.

We are FUN...we love what we do and love coming to work each day.

Burnham RNG is currently seeking a **Director of People, Talent & Culture** to set and execute strategies that attract and retain the best and brightest people and create an empowered and cohesive culture. This role will also oversee HR operations – onboarding/offboarding, orientation, benefits administration, coordination with payroll, compliance and risk management. This role reports to the CEO and collaborates with senior leadership and HR consultants. The Director of HR must be a professional, tech savvy, proactive individual who can provide effective and scalable solutions. They should enjoy working within a small, entrepreneurial environment that is fast-paced and results-focused. **This is an onsite position based in Arlington, VA.** The role supports leadership in Arlington, VA and Raleigh, NC, and staff based across the U.S. at project sites and remotely.

In this position, you will...

- Recruiting (50%)
 - Job descriptions, profiles, and postings
 - Sourcing strategies – direct, referrals, executive recruiters
 - Recruiting process – define and optimize steps for value & compliance.
 - Candidate Screening – assessing candidates for cultural or functional fit.
 - Hiring Team Liaison – coordinating steps with candidate, hiring team, and recruiters
 - Interview Process – build structure & interview guides, train leaders.
 - Internship / Graduate Recruiting – school relationships and program management
- Talent & Culture (30%)
 - Onboarding & Orientation – Burnham U, cultural assimilation, efficient ramping, tech/tool training, teaching the Burnham Way
 - Corporate Communications – Quarterly Meetings/Town Halls,
 - Training & Development – Employee Development
 - Performance Management – Program, Process Facilitation
 - Employee Engagement – Lunch & Learn, Events, Employee Survey
 - Total Rewards – Competitive Pay, Total Comp Strategy
- HR Operations (20%)
 - HR tech administration – current & future systems as org scales
 - Employee relations – coaching leaders on performance management
 - Benefit administration – New Hires, Open Enrollment, Exits, Renewal
 - Coordination with payroll – Liaison with Finance & Payroll
 - Compliance – I9s, Employee Handbook, Leave Management
 - Risk management – Investigations, Terminations
- Engage in other duties as assigned by leadership.

This position requires...

- You to be regularly onsite and in-person in our central Arlington, VA location to collaborate with senior leadership and other core functions.
- Willingness for occasional travel out of state and overnight, on an approximately monthly to quarterly basis for company meetings, site visits, and industry events.

In this position, you will gain...

- Opportunity to join a fast-paced, high-growth start up from the ground up and be a key member of a team growing and building a business.
- Opportunity to be a part of a company culture that is fast-paced, disciplined, and execution-oriented, but also fun; we take time to celebrate our wins.
- The chance to support team members locally and across the U.S. who are helping deliver sustainable solutions that support renewable energy and lessen environmental impact.

In this position, we will need you to have....

- Bachelor's degree
- 5 or more years of relevant work experience, with at least 3 years providing support to senior leaders.

- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint, Job Boards, social media, and PDF software. Comfort learning new technologies preferred.
- Positive personality, demonstrated enthusiasm, and a focus on culture.
- High aptitude for taking action, problem solving, and creating desired results.
- Passion for building a function from scratch, interest in helping grow a business from the ground up, and a willingness to elevate or dig in on work as needed.
- Flexibility and ability to work with a variety of work styles and personalities.
- Solid project management skills – the ability to take a project or initiative from start to finish, managing deadlines, priorities, action items, and stakeholders.
- Strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Excellent verbal and written communication skills, strong interpersonal skills, and the ability to build relationships with internal and external stakeholders.
- Operates well under pressure and demonstrates good judgment in decision-making.
- Demonstrated professionalism, workplace maturity, integrity, ability to build trust and credibility, and engage in ethical behaviors.
- Proven ability to handle confidential or sensitive information with discretion.
- Comfort with a small team, fast-paced, deadline-driven environment with some unpredictable hours.

In this position, it would be nice for you to have....

- An MBA or Masters in Organizational Development.
- Experience with HCMS/HRIS technology or other HR related tech platforms.
- Prior experience supporting onboarding, new hire orientation, or offboarding.
- Experience at an energy, engineering, project development, or climate-focused company, a plus

Interested applicants should submit a resume to: francesq@burnhamrng.com

Burnham is dedicated to the principles of equal employment opportunity (EEO) in any term, condition or privilege of employment. Burnham does not discriminate against applicants or employees on the basis of race, color, creed, religion, sex, national origin, age, physical or mental disability, ancestry, marital status, sexual orientation, gender identity or expression, veteran status, uniform service member, genetic information or any other status protected by law. Burnham complies with applicable state and local laws governing nondiscrimination in employment in every location in which we operate.