

Manager of People, Talent & Culture – Burnham RNG

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

Burnham is a portfolio company of Ares Management Corporation.

The company builds/acquires, owns, and operates renewable natural gas (RNG) producing facilities with the mission to build tomorrow's resource recovery infrastructure today.

By marketing and selling RNG and capturing associated tax benefits, the company can significantly reduce the cost of wastewater 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.

We are seeking a **Manager 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 enrollment and life events, coordination with payroll, compliance and risk management. This role reports to the CEO and collaborates with senior leadership and HR consultants. This individual 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...

- Manage Recruiting (50%)
 - Create job descriptions, profiles, and postings
 - Set sourcing strategies – direct hire, referrals, third party / agency recruiters
 - Facilitate 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
- Build Talent & Culture Programs (30%)
 - Oversee Onboarding & Orientation – Burnham U, cultural assimilation, efficient ramping, tech/tool training, teaching the Burnham Way
 - Facilitate Corporate Communications – Quarterly Meetings/Town Halls,
 - Coordinate Training & Development – employee development
 - Optimize Performance Management – program and process facilitation
 - Improve 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
 - 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.

In this position, you will gain...

- Experience in a fast-paced, high-growth start-up and exposure as a key member of a team growing and building a business.
- The chance to build and scale an HR function that focuses on finding, developing, and retaining top talent
- The 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.
- Experience supporting team members locally and across the U.S. who are helping deliver sustainable solutions that support renewable energy and lessen environmental impact.

This position is well-suited for you if you:

- Have a 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.
- Exhibit a positive personality, demonstrated enthusiasm, and a focus on culture.
- Demonstrate strong organizational skills that reflect ability to perform and prioritize multiple tasks seamlessly with excellent attention to detail.
- Show high aptitude for taking action, problem solving, and creating desired results.
- Are flexible and able to work with a variety of work styles and personalities.
- Exhibit excellent verbal and written communication skills, strong interpersonal skills, and the ability to build relationships with internal and external stakeholders.

- Have an ability to operate well under pressure and demonstrate good judgment in decision-making.
- Demonstrate professionalism, workplace maturity, integrity, ability to build trust and credibility, and engage in ethical behaviors.

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

- Bachelor's degree
- 3 or more years of relevant HR work experience, ideally as a generalist / HRBP providing support to senior leaders.
- Prior experience supporting recruiting, onboarding, orientation, and offboarding.
- Solid project management skills – the ability to take a project or initiative from start to finish, managing deadlines, priorities, action items, and stakeholders.
- Proficiency in Microsoft Outlook, Word, Excel and PowerPoint, Job Boards, social media, and PDF software. Comfort learning new technologies preferred.
- Willingness & ability to be regularly (5 days/week) 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.
- 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, HR, LIR or a related area.
- Experience with HCMS/HRIS technology or other HR related tech platforms.
- Experience at an energy, engineering, project development, or climate-focused company

Interested applicants should submit a resume to: christina@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.