

## About Us

Membrion is eager to ensure that water remains abundant, accessible, and clean. We do this through new technology that helps major water consumers economically recycle & reuse their water. This ensures that companies and communities can grapple with the impacts of water scarcity driven by climate change. We literally make water recovery worth every drop. Recycling of wastewater streams that have historically been considered “unfilterable” is now possible because of our novel ceramic electro-desalination membranes.

At Membrion, we believe that our culture of creativity, transparency, and fluidity is what inspires the confidence of our customers and partners. Our team of 24-people (and growing!) have led the company to extraordinary progress in 6 short years. This includes raising \$10M+ in investments, building a pilot production facility, and helping to solve the water treatment limitations of dozens of customers. Our product is built on more than 40 patents, has won a prestigious R&D 100 Award and has been covered by numerous media outlets. You can learn more at: [www.membrion.com](http://www.membrion.com).

**Job Title:** Vice President of People & Culture

**Reports To:** CEO

**Position Type:** Full Time Exempt

**Location:** Hybrid based out of Seattle, WA (relocation available)

**Target Pay:** \$175k annually but will depend on experience; includes benefits & stock options

**Travel:** < 10%

**Job Description:** Membrion’s success to-date is predicated on the incredible, diverse team we’ve built and the focus we’ve placed on our culture. As we continue to grow rapidly, we want to codify and enhance this commitment. This new VP of People & Culture position will have broad influence to ideate, build and shape a rapidly growing, sustainability-focused company. We need a thoughtful, strategic and experienced leader that values what we’ve built to-date; whilst still finding substantive ways to improve our team, culture & systems to prepare for what’s next. We need a leader that understands our growth strategy; someone who seamlessly moves between crafting a stage-appropriate vision and humble execution of those plans. This person will be someone who deeply cares for people and understands how to achieve company goals in a people-first manner. Our VP of People & Culture will place a high priority on diversity, equity and inclusion and have deep understanding of how biases impact company hiring, retention and culture.

The VP of People & Culture will be a highly visible member of the Senior Leadership Team and will have responsibilities including to:

### People

- Develop policies & procedures as well as carry out core HR functions of the company, including but not limited to:
  - Talent acquisition
  - Compensation
  - Employee retention
  - Benefits and wellness programs
  - Performance management
  - Compliance
  - Employee relations

- Motivate individuals to achieve their full potential by creating and implementing long-term strategic plans for performance management, coaching, training & development
- Identify and address gaps in competency, knowledge, and skillsets on both individual and company-wide levels
- Direct the creation and administration of meaningful programs that bridge the goals and objectives of the team and the company
- Maintain a deep understanding of employee's perspectives with appropriate awareness of physical and mental health

### **Culture**

- Review and align Membrion's goals, values, and day-to-day practices
- Foster a diverse, equitable, and inclusive culture that values and leverages people's differences to create a sense of belonging
- Partner with senior management to enhance a positive, engaged culture that works to leverage the interests, talents and contributions of all employees in a rapidly changing environment
- Define ways to identify and reinforce the behaviors that exemplify company values
- Leverage data driven tools to quantify and improve company culture
- Craft bold ideas that are highly aligned with the practical constraints of a start-up company

We are looking for someone who is excited by the opportunity to build a company and world-class systems from the ground up. This individual should anticipate having some administrative support but no direct reports for 2-3 years.

### **Qualifications, Skills & Experience:**

- Bachelor's degree required; advanced training/degree in a related field highly desired.
- Minimum of 10-15 years of total business experience, ideally in the areas of Human Resources, Talent Acquisition, Organizational Effectiveness or other related experience
- Minimum of 5 years in an HR Leadership and people management position
- Proven success in creating and leading initiatives to attract, develop & retain high-impact individuals in a dynamic and fast-paced environment
- Proven success in designing and implementing diversity-enhancing programs and practices
- Unparalleled interpersonal skills with the ability to develop and maintain effective relationships at all levels
- Exceptional written and oral communication skills with strong negotiation and influencing skills
- Experience in a fast-paced and ever-evolving start-up/entrepreneurial environment is strongly preferred
- Experience working with a highly technical staff & leadership team is strongly preferred