Head of People & Talent at First Round

Responsibilities:

- Support founders and teams backed by First Round
    - Serve as HRBP for companies, advising on hiring, compensation, performance management, ER, scale-ups, and downsizing.
    - Help companies with hiring, with a broad network, deep understanding, and focus on hiring their “first X.”
    - Provide offerings to founders that are more than just advice - whether it’s rolling up your sleeves to do sourcing, pulling together an equity plan, writing outreach emails, or setting up an ATS for companies. But to be clear, you’re not solely giving one-on-one advice - you’ll be owning and building scalable programs. See next bullet below 😀
- Own current and future strategy of Talent at First Round
    - Build programs and systems that are remarkable, distinctive, and relevant yet focused on the future, and are compounding.
    - Manage resources appropriately, including tech time, full-time team members, event budget, etc. Current full-time team is 3, and part-time team is 3.
    - Build technology tools, manage budgets, and identify efficiencies helping us do our jobs by connecting first-rate talent to First Round opportunities.
- Own internal People Ops at First Round
    - Lead all internal hiring and people ops at First Round, including end-of-year comp reviews for all non-Exec Team roles, and biannual performance reviews.
    - Partner closely with First Round’s Operating Partner on internal comms, including People & Places weekly updates, All Hands comms, team Wiki updates, team celebrations, and offsites. Help put rituals in place to live out our core values.
    - Build career ladders and programs for future/pipelined Partner and Chief of Staff hiring.

We are seeking someone who…

- is wildly excited about all of the above!
- can quickly understand the venture capital business model and our customers (the founders we back) to help us chart the right course of action.
- deems themselves as the top 1% on the detail orientation scale.
- is a systems thinker (not just focusing on one-off whack-a-mole day-to-day execution), but also moves fast and doesn’t spend too much time pontificating. Everyone at First Round is “full-stack”,meaning you love both setting the strategy as well as the hands-on, end-to-end execution.
- has enough operating experience to push back on deeply-held traditions at First Round and brings new thinking to the talent function. Ideally, you have early-stage experience where you can help founders with zero-to-one recruiting and people issues.
- can commit to widening doorways and lengthening tables. We want someone who is discerning yet fundamentally believes lots of amazing people are out there who could fit into our network.

- treats the little things like big things. This means that they do not consider anything beneath them, and they enjoy delving into the specifics, paying attention to minor details, and striving to enhance even the tiniest things.
- is based in San Francisco or New York, and has a strong-preference for in-person culture and experiences. We currently go into our offices on Tuesdays and Wednesdays, but this job will require nights and work travel.
- loves experimenting and adventures!

To give you a better sense of what First Round is all about, here are our deeply held values:

1. Try harder for founders. They're our customers — LPs are our shareholders.
Going above and beyond for our founders is what we do.

You might think our role as venture capitalists is to simply maximize returns. But at First Round, we believe when we put founders first, everything will follow — epic returns included.

We know firsthand that being a founder is hard. Out of a deep well of respect for those who are bold enough to look at the world in a different way, we view **our mandate as making the founder's job less challenging — and a little less lonely.**

We strive to be a founder's most valuable investor. That's why we don't pull term sheets, and we're always in for their second round. We respond to their emails in hours, not days. We build candidate pipelines, unprompted. We arrange meal deliveries when they become a new parent. Simply put, we go above and beyond to earn that right to be their first call every time there's a bump in the road.

2. Give your unvarnished opinions and unwavering support.
We strive to be kind, not nice.

Being nice and being kind are not one and the same. In our view, kindness means being generous, helpful, and compassionate. **Nice can be used as a convenient shortcut; kindness cultivates long-term excellence.**

One of the most (counterintuitively) compassionate things you can do is to offer your unvarnished opinion — along with your unwavering support. That willingness to risk a fleeting moment of discomfort in exchange for someone else's growth is long-term kindness.

So while we strive to be a founder's coach in the corner, part of that responsibility requires being the kick in the ass when they need it most. We try to be as honest as possible in every encounter, whether that's bluntly telling a founder how they can step up their game, or delivering radical candor in our feedback for teammates.

3. Treat the little things like big things.
Everything can always be made better.

“Magic is just someone spending more time on something than anyone else might reasonably expect.” That’s why we intentionally seek out the cracks others might paper over.

We’re all about the carefully crafted, the nitty-gritty, and the bespoke. Whether it’s hand cutting each nameplate, or debating the optimal shape of the dinner table, no detail is too small to sweat.

But it’s the amalgamation of thousands of thoughtful micro-decisions that creates something truly special. It’s how we turn candidate offer calls into celebrations. It’s the time we spend on making sure a Notion doc is formatted just right. It’s the reverse pitch deck we created to put founders at ease before their big moment.

You won’t catch us taking a “set it and forget it” approach either. Whether it’s tweaking the format of our investor communications, or finding new ways to refine the salons that we’ve been hosting for more than a decade, we’re endlessly iterating.

There are two keys to maintaining outrageously high standards. First, instead of complaining, we stay focused on our own agency — anyone can pull the Andon cord. Second, we’re not afraid to share our opinions. **This is decidedly not a "LGTM" culture.**

4. Make speed a habit.
Whatever you’re building, remember that now is better than two weeks from now.

We’re fans of starting small and iterating quickly. **No matter what we’re launching, you’ll likely hear this question in a meeting: “How soon can we get something out there?”**

That’s because reality has a surprising amount of detail. It’s only when you bring an idea to life that you uncover the edges you didn’t anticipate. But even if we end up finding that we didn’t nail the messaging, or that demand wasn’t quite there, experience has shown us that we learn more by doing than debating.

The idea for the First Round Review wasn’t the product of a six-month strategy session — we wrote up a few blog posts and just shipped them. Fast Track started with 20 pairs of mentors and mentees, and has evolved into one of our marquee programs, serving thousands of people and transforming careers. Recruiter Track went from idea to launch within 6 weeks. We could keep going, but there’s no time to spare.

5. Invent and wander
Never stop experimenting.

The best ideas are born out of experimentation. Our flagship programs have always come from our penchant for going out on a limb and approaching problems with a different perspective. The Review was the result of an idea to crowd-source advice for company builders,

instead of blogging about our take on the market. Rather than running a scout program, we tried building an angel investing community and curriculum from the ground up. When we saw companies struggling to find good recruiters, we launched a program to train dozens of them ourselves.

But the process of invention also requires a fair amount of wandering. We continually cultivate the patience it takes to see an experiment through, like how we tinkered with our Expert Network for years before we landed on the right format.

But there's a difference between sticking with something and getting stuck. We're not afraid to entirely scrap efforts that are no longer serving us, whether that's revamping our go-to-market support for founders, or replacing our annual CEO Summit events with more intimate Founder Retreats.

6. Build wider doorways and longer tables.
We're in the business of backing people and betting on their ideas — no matter where they come from.

Very few have what it takes to build a generational company. Our years of investing have shown us that while the best founders have common traits, they don't fit a particular mold or come from a certain background.

But the unfortunate truth is that while talent is evenly distributed, opportunity is not. We need to break down barriers in our investment process, and make sure our work doesn't stop after writing a check. Everything from the composition of our team to the inclusiveness of our community impacts how we can support founders.

But while the future of the world will undoubtedly be more diverse, it's not enough to just ensure that we're well positioned to be the first call for founders of all types. We need to play a role in making the future happen, faster.

Whether it's sharing company building advice on The Review and opening up Fast Track to folks outside of First Round-backed companies, or assembling the most diverse group of angel investors out there and adding a diversity rider to our term sheets, we're constantly pushing ourselves to open more doors at every turn.