



Director, People & Culture

Position Overview

The Director of People & Culture will lead, direct, develop, and implement policies and activities ensuring compliance and implementation of the Council's mission and talent strategy. The Director of People & Culture is also responsible to lead and develop the Council's DEI-informed structures, policies, and procedures. This position requires the experience of a strategic partner and the skills of a seasoned tactician who will execute the duties of a one-person service department for approximately 50 staff members.

Duties & Responsibilities

- Collaborates with leadership to understand and support the Council's goals and strategy related to people operations -- staffing, recruitment, culture, and retention.
- Plans and develops policies, programs, and practices that support the achievement of the Council's people operations goals. Identifies and implements opportunities for improvement in systems and processes.
- Participates in organization development, change management and strategic planning.
- Manages development of employee recruitment, onboarding, performance management, needs assessments, development, and training. Manages employee resource groups, learning programs and all-staff meetings.
- Manages, develops and establishes employee relations practices to support a positive employer-employee relationship and promote a high level of employee engagement and motivation.
- Serves as subject matter advisor and resource for management and staff in promoting a culture of high performance and continuous improvement that values learning, excellence, diversity, equity, and inclusion.
- Advance the Council's implementation support around diversity, equity and inclusion related programs, policies, committees, and meetings.
- Advises on total rewards design, including compensation philosophy and structure, employee well-being, benefits, training and development, and employee recognition.
- Administers or oversees the administration of human resource programs such as leave of absences, staff counseling/disciplinary matters, disputes and investigations, performance and talent management, and occupational health and safety.
- Oversees administration and coordination of payroll, benefits and retirement plans ensuring compliance, required filings, disclosures, and communications.
- Maintains knowledge and ensures compliance with federal, state, and local employment laws and regulations. Serves as the primary contact with employment attorney and outside government agencies. Coordinates responses to government entities.
- First line liaison for employee concerns. Advises and assists employees in the interpretation and application of HR policies, procedures, and programs. Supports and advises management about human resource issues.



- Champions innovative programs that drive employee satisfaction and team morale.
- Conducts periodic pulse surveys to measure employee satisfaction and employee engagement. Recommends and develops strategies to address areas of concern in survey responses.
- Responsible for development and monitoring of the HR budget.

Qualifications

- Bachelor's degree or equivalent in Human Resources, Business, or Organization Development.
- Minimum eight to ten years of progressive experience in HR responsibilities.
- PHR, SPHR, SHRM-CP or SHRM-SCP designation highly preferred.
- Demonstrated HR skill set with proven ability to work across HR functions and drive HR activities across the full employee lifecycle.
- Knowledge of payroll and employee benefits.
- Experience supporting progressive organizational change and development within an evolving organization
- Experienced in the design and implementation of Diversity, Equity, and Inclusion practices in the workplace.
- Outstanding interpersonal relationship building and employee coaching skills.
- Highly organized, multi-tasker, effective at stakeholder engagement, communication of mission and policies, and committed to a high level of integrity in confidential and sensitive matters.
- Must be dedicated to lead a collaborative, respectful, diverse, and inclusive workforce
- Proficient in Human Resource Information Systems and Microsoft 365.

Salary and Benefits

The salary range for this position is \$120,000 to \$130,000 and is commensurate with experience. We have a generous benefits package which includes health, dental, vision, life, and disability insurance and a 403(b) plan with a 7% employer contribution. Annual leave includes 11 paid holidays, 3 personal days, 20 vacation days, 10 sick days, and a year-end office closure the week between December 25th and January 1st.

The Council on Foundations is an Equal Opportunity Employer – people of color, people with disabilities, women, and LGBTQ candidates are strongly encouraged to apply. We are committed to a diverse workplace, and to supporting our staff with ongoing career development opportunities.

How to Apply

Send a resume and thoughtful cover letter to recruitment@cof.org