

# Position Description



## **Director of People and Culture**

Reports to: VP Finance & Administration

Supervises: None

FLSA Classification: Exempt

Created May 2022

## **Position Summary**

The Director of People and Culture is responsible for developing and implementing strategic approaches for all human resource functions, including organizational design, performance, engagement, staffing, training and development, compensation, benefits and compliance. This role is a key advisor to the CEO and Leadership Team. The Director of People and Culture is fully aligned with the Foundation's mission and philosophy. The Director is also responsible for coaching and support across the Foundation on all staff issues, conflict resolution and best practices in talent management. The Director provides overall human resource guidance and support to all employees. In addition, the Director leads and participates in special assignments as requested by the CEO and Leadership Team to include staff engagement and an organizational learning agenda.

The Director of People and Culture will have strategic insight and proven, in-depth experience in establishing and strengthening talent-management processes. The Director will understand and create practices suited to Rasmuson Foundation's mission and character as the largest philanthropy in Alaska. The Director serves as the organizational thought leader on all aspects of people systems.

The Director works with everyone at the Foundation and should bring a blend of tact, diplomacy, joy and creativity to the position.

## **Essential Duties & Responsibilities**

### **Talent and Staff Development**

- Design and manage all aspects of recruitment and hiring, including attraction, application review, interviewing and pre-employment testing, selection and negotiation to build a high-performing and cohesive team.

- Oversee new hire onboarding to ensure that staff members are effective and efficient in their jobs and gain a broad knowledge of the Foundation and the communities we serve.
- Oversee offboarding process for departing employees; communicate trends and concerns to the Leadership Team.
- Develop a comprehensive staff engagement program and organization learning agenda that includes job specific training, professional development and performance management.
- Oversee compensation program to ensure equity and talent retention.

### **Organizational Design**

- Partner with the Leadership Team to build and maintain a robust organizational structure that supports the achievement of the Foundation's goals.
- Lead and facilitate organizational or department changes for the CEO and Leadership Team.

### **Culture**

- Advise Leadership Team on how to best sustain a culture that suits our mission, supports our staff, and addresses any individual performance, interpersonal and communication issues in our workplace.
- Embrace and honor the diversity of Alaska, and ensure our talent management and recruitment is done with a commitment to equity.
- Lead staff engagement, serving as a critical communication link between Leadership Team and staff, so all employees feel a sense of connection to the Foundation.
- Create and maintain Foundation-wide human resource policies and practices responsive to the needs of the Foundation and its talent.
- Maintain knowledge of trends, best practices and new technologies in human resources.

### **Payroll and Benefits**

- Work with Payroll and Benefits Manager to manage the benefits program, including health and wellness coverages, employee assistance plans, retirement plans (including testing and design) and other related offerings. Identify and manage outside vendors or consultants.
- Help identify and oversee maintenance of an HRIS system and other technology to ensure optimal payroll processing, data gathering and reporting, and implement efficient processes around new technology.

### **Compliance and Administration**

- Ensure that Foundation activities comply with all applicable laws and regulations concerning employment practices, employee health and safety, and labor relations.
- Implement practices to meet organizational, regulatory or legal requirements.
- Manage employee conflicts, workplace accommodations, investigations and overall risk management connected to human relations functions.
- Assure integrity, confidentiality and consistency of systems, processes and policies related to staffing.
- Develop and manage the department budget.

### **Other**

- Some travel may be required.
- Other duties may be required.

### **Qualifications**

- Alignment with the Foundation's mission and vision.
- Commitment to diversity, equity and inclusion as a core value.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.
- Fluency with the Microsoft Office suite, including Outlook, Word, Excel, SharePoint and Teams, and demonstrated ability to learn and adopt new software/applications.

### **Education and Experience**

- A bachelor's degree in human resources, business administration or related field required; master's degree preferred.
- At least ten years of human resource management experience, including five years in a management or leadership position.
- SHRM-CP or SHRM-SCP highly preferred.

### **How to apply**

- Interested candidates should send a cover letter

Director of People and Culture — May 2022

and resume to [employment@rasmuson.org](mailto:employment@rasmuson.org).