



Job Description Director of People and Culture

Title: Director of People and Culture
Reports to: CEO
Location: Children's Institute, downtown Portland, Primarily CI Office, or Remote Work based on Office Open/Closed Status
Type: Full-time/exempt
Salary: \$122,500, based on Children's Institute compensation plan.

At Children's Institute (CI), our mission is to shift systems toward justice for families so that all children in Oregon, prenatal to grade five, have access to opportunity. We advocate for and secure public investments in early childhood programs and services and work directly with school communities to improve the learning experience for children.

We are keenly focused on children who experience barriers to opportunity due to race, poverty, disability, language, and geographic location. And we strive to connect research, lived experience, and community voice as we work to ensure that more children succeed in kindergarten, meet third grade benchmarks, and thrive in their early childhood experiences.

CI prioritizes an integrated, team-based work approach and a flexible, collegial work environment grounded in our values of **honor, equity, learning, connectedness, and innovation**.

The Director of People and Culture (DPC) will have a demonstrated personal and professional commitment to advancing racial and economic justice. In collaboration with team members, they will have the skills to support and promote a culture of belonging within the organization.

POSITION DESCRIPTION

The DPC works closely with the CEO of Children's Institute to lead the development and implementation of proactive diversity, equity, and inclusion initiatives which will support CI's 3-year strategic plan. The DPC also leads in building a welcoming and inclusive culture at CI while developing and maintaining equity-focused human resources functions. The DPC is a vital member of the leadership team who will drive and shape a culture of belonging by embedding diversity, equity, and inclusion strategy internally.

The DPC will also enact innovative practices that bolster internal effectiveness, such as space for staff feedback and guidance. This position requires effective communication, partnership, and collaboration skills across all teams within the organization and must possess the ability to model behaviors that exemplify organizationally held core values to achieve mission and vision.

Reporting to the CEO, they have previous experience, current learning and understanding of diversity, equity, and inclusion, and the ability to manage human resources systems to effectively establish and promote a culture of belonging and well-being for all staff. This leadership position will be an important member of CI staff, charged with supporting the development, design, and on-going implementation of an equitable and inclusive approach to CI's talent life cycle.

The DPC is a true "HR department of one," so this role is responsible for all HR systems, including generating forms and letters, project management of recruiting and hiring, and other tactical HR duties.

LEADERSHIP IN EQUITY AND HUMAN RESOURCES

The DPC works closely with the CEO and COO and is a key member of the leadership team working cross-departmentally to ensure equity alignment throughout CI.

- Provide management and partnership with external trainers or contractors.
- Partnerships across all CI departments.
- Convene the Equity, Diversity, Justice, and Inclusion (EDJI) Team using a shared leadership model.
- Manage staff feedback and experience process and act as liaison for staff to board communications and/or grievances.

RESPONSIBILITIES

Diversity, Equity, and Inclusion (60%)

- Convene the EDJI Team with a focus on implementing staff-level DEI training and execution of annual equity plans.
- Provide strategic leadership on the implementation of diversity, racial equity, and inclusion initiatives.
- Facilitate and/or manage DEI training along with CEO for staff and board meetings to deepen shared understanding across the organization.
- Co-develop, alongside the Leadership Team, effective change management strategies and ensure successful implementation.
- Evaluate organizational effectiveness and mentor employees and managers on an individual, team, and/or organization-wide basis.
- Design and implement Employee Resource Groups (ERG) as needed to operate within CI in support of a culture of belonging and strengthen organizational effectiveness.
- Enhance departmental and cross team performance with training for best practices for meetings, retreats, and building internal capacity for external work.

Human Resources, Operations, Employee Relations (40%)

- Develop and manage all HR tactical duties, such as project management of recruiting and hiring, generating forms and letters.
- Design and manage human resources talent lifecycle including hiring, onboarding, employee benefits, staff evaluations, professional development, and separations.

- Recommend and develop HR systems, such as HRIS and other tools, to make improvements where needed.
- Support building a culture of belonging through ongoing evaluation and revision of CI's internal policies and practices with growth toward diversity, equity, and inclusion best practices.
- Ensure legal compliance to human resources behaviors, practices, and policies. Source and manage all employee benefits including compensation plans and salary structures to work toward pay equity.
- In partnership with managers, develop professional development and mentorship for staff inclusive of succession planning.

Additional Responsibilities

- Collaborate across CI programs as needed.
- Participation in professional development and continuous learning.
- Other duties as assigned.

POSITION QUALIFICATIONS

Any satisfactory combination of experience and education that ensures the ability of an individual to perform the duties and responsibilities of this position may substitute for the stated qualifications. Knowledge and experience in the following areas are preferred:

- Bachelor's degree.
- Five or more years of experience identifying and addressing racial or ethnic barriers through use of an equity lens, data, and/or other approaches.
- Human resources certification preferred.
- Three or more years of experience in human resources, with use of an equity lens.
- Mission-driven individual with nonprofit experience that is committed to the success of children statewide.
- Previous experience working with early childhood through advocacy, health, and/or education, a plus.
- Familiarity with the impacts of racism and intersectional oppressions in the nonprofit sector through lived experience, education, or professional experience.
- Excellent interpersonal skills.
- Experience training groups and facilitating conversations about racism, classism, and intersectional oppressions in diverse groups.
- Thorough knowledge of HR best practices, employment law, and practices.
- Proactive self-starter who is flexible, motivated, and able to take initiative.
- Experience in developing and composing reports and policies, training agendas, and other written materials as needed.
- Demonstrated ability to maintain confidentiality.
- Team player with the ability to collaborate effectively with others.

BENEFITS

- Employer fully paid employee medical/dental coverage; employer pays 25% of dependent coverage
- Employer fully paid long-term disability coverage
- Employer fully paid life insurance, accidental death, and employee assistance plan
- 401(k) Retirement Savings Plan with qualified match and contribution
- 125 Flexible Benefits Plan
- Generous paid time off, sick leave, and holidays

EQUAL EMPLOYMENT STATEMENT

Children's Institute is an equal opportunity employer. It is the policy of CI to provide equal employment opportunity in accordance with applicable law to all qualified individuals without regard to race, color, creed, religion, age, gender, gender identity, sexual orientation, marital status, military status, political opinion, national origin, familial status, mental and physical ability, source of income, or any other status protected by federal, state, or local law in all personnel actions. Personnel actions include recruitment, selection, promotion, compensation, training, and termination. Relations between employees shall be based on mutual respect, and regard for the effectiveness and well-being of the organization.

REASONABLE ACCOMMODATION STATEMENT

Consistent with applicable disability law, Children's Institute will provide reasonable accommodations to assist qualified applicants or employees with disabilities to participate in the job application process, to perform the essential function of a job, and to enjoy the same benefits and privileges of employment applicable to similarly situated employees without disabilities, provided the accommodation would not impose an "undue hardship" on the operation of CI.