

Position Title: Head of People and Culture (Part-Time)

Department: Operations

Reports to: Chief Financial Officer

FLSA Status: Exempt

Direct Reports: Human Resources Generalist

ORGANIZATIONAL OVERVIEW

Foundation for a Just Society (FJS) envisions a world where all people are equally valued and lead self-determined lives. FJS advances the rights of women, girls, and LGBTQI people and promotes gender and racial justice by ensuring those most affected by injustice have the resources they need to cultivate the leadership and solutions that transform our world.

FJS makes grants to local, national, regional, and global organizations and networks with an emphasis on Francophone West Africa, Mesoamerica, South and Southeast Asia, and the US Southeast. FJS supports efforts that advance long-term, structural change and meet immediate needs that enable women, girls, and LGBTQI people most affected by injustice to be leaders, strategists, and agents of change.

POSITION SUMMARY

This is a new position that will report to the chief financial officer and be a close advisor and thought partner to FJS's management team. The head of people and culture will be responsible for overseeing all aspects of the Human Resources (HR) function, supervising the HR generalist, and providing leadership and support to ensure that our internal practices and protocols reflect the values of the organization and center anti-racism, gender justice, and individual and collective care. The position will lead and/or support cross-organizational projects and initiatives which embed FJS's values and mission into the workplace culture of the Foundation. The head of people and culture works collaboratively with all levels of the organization to develop and implement plans to attract, develop, and retain qualified and diverse staff members at all levels of the organization.

This is a part-time (24 hours/week) role with benefits, with possibility for growth up to a full-time role in the second half of 2022.

ESSENTIAL DUTIES + RESPONSIBILITIES

Key responsibilities include, but are not limited to:

- Manage all human resources functions including supervision and coaching of HR generalist.
- Assist the management team and staff in the development of current and long-term organizational cultural change goals and objectives, including the addition and adaptation of new and existing policies and procedures.

- Lead or support HR, culture, and learning initiatives that reflect the organization’s mission, values, and strategic priorities, including through participation in organization-wide working groups (e.g., the culture committee). Initial projects include supporting ongoing processes around gender and racial equity and leading the comprehensive compensation review.
- Provide HR advice and counsel to the management team including support with prioritizing potential initiatives and projects, and centering individual and collective care.
- In collaboration with the HR generalist, evaluate all HR policies and practices, on an ongoing and as needed basis, to identify needs for enhancement, addition, and/or elimination to enhance and reinforce mission objectives, values, and strategic organizational priorities.
- Manage and maintain all external HR-related partnerships. Ensure effectiveness and ongoing alignment with organizational objectives. Research and identify new vendors, coaches, and tailored and off-the-shelf trainings that can further support the organization’s HR and professional development needs.
- In collaboration with the HR generalist, provide advice, guidance, coaching, and mentorship support to managers and employees as required to support effective employee relationships and performance management. This includes working with managers to identify and recommend programs and initiatives to support current and emerging professional development needs and leading professional development and learning programs for employees at all levels.
- Advise management team on internal communications. Prepare documents, internal materials, and Board documents as required.

REQUIREMENTS

- Demonstrated commitment to FJS’s vision, mission, and values.
- Ten or more years of progressively responsible experience in human resources, including at least five years leading the function.
- Proven experience developing and implementing progressive policies and practices in diverse (and ideally, global) contexts.
- Experience in the nonprofit sector or the for-profit sector (professional service firm). Foundation experience is an advantage.
- Strong experience in the development of organizational culture initiatives.
- Strong understanding of racial and gender justice and experience applying these equity practices to organizational development.
- In-depth understanding of all aspects of human resources and organizational development including proven experience aligning and adapting best practices with wider organizational mission and strategic objectives.

- Strong written and verbal communications skills including understanding of how to effectively present complex materials for different audiences.
- Superior attention to detail and comfort working with complex data.
- Team player with excellent interpersonal skills. Ability to work collaboratively with sensitivity and respect for colleagues' time, work styles, and needs. Experience working with global teams is an asset.
- Demonstrated ability to navigate ambiguity and take initiative to work through problems and issues in a collaborative, proactive, and creative manner.
- Exceptional organizational and project management skills. Proactive and self-motivated, ability to multi-task and focus on practical solutions to achieve results.
- Focused on own learning. Open to ideas of others and takes active steps to improve on and enhance own professional skills and remain knowledgeable about HR trends and best practices.
- Bachelor's degree required. Professional certification (PHR, SPHR, SHRM-CP, SHRM-SCP) preferred.
- Comfortable with technology, including proficiency in Microsoft Office (Word, Excel, PowerPoint), Google Docs, and HR systems and databases.
- Eligibility to work in the United States.

COMPENSATION AND CULTURE

Salary Range (full time equivalent): \$120,000 to \$150,000 depending on experience.

FJS offers a benefits package that includes:

- 100% employer-paid medical insurance for all eligible employees and their spouses, domestic partners, and eligible dependents.
- Paid vacation days, and closed Christmas Eve through New Year's Day.
- 401(k) retirement plan (with employer match).
- Generous parental leave with full salary continuation.
- Educational support benefits – tuition reimbursement, student loan repayment, dependent tuition assistance.
- Supplemental benefits for adoption, reproductive health, surrogacy, and transgender and intersex health.

FJS is committed to cultivating an organizational culture where everyone is able to bring their full, authentic selves to work. The foundation believes a diverse, inclusive, and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, education, or disability, are valued and respected.

HOW TO APPLY

[APPLY HERE](#) - Submit a concise cover letter explaining why this role would be a great fit for you and your resume in **one PDF** by May 6, 2021.

All applications must be received via the APPLY HERE link above. No phone inquiries please.