



## Director of People and Culture

### Full Position Description

The Director of People and Culture develops, implements, and leads all aspects of HR and organizational culture initiatives. Reporting to the President and CEO, the person in this position collaborates with others on the leadership team and across the organization to ensure HR policies and programs align with and support the Stanley Center's mission and goals.

### Primary Responsibilities

#### Leadership and Strategy

- Develops and leads HR strategy, annual plan, budget, and programs that support an equitable, inclusive, and collaborative workplace.
- Partners with the leadership team, the Equity, Diversity, and Inclusion Committee, and outside experts to lead organization-wide diversity, equity, inclusion, and belonging initiatives.
- Leads the center's self-assessment and continuous improvement related to the [Just Label](#), which impacts all aspects of the Stanley Center's work, employee relations, and interactions with local communities.
- Serves as a member of the leadership team to colead organization-wide initiatives.
- Is a liaison to the Board HR Committee, acting as the main contact, presenting HR reports and insights to support strategic decisions.
- Sources, negotiates, and manages contracts with external experts as needed (e.g., staffing firms and learning and development professionals) to expand organizational capabilities.

#### Organizational Culture and Employee Experience

- Collaborates with the [President and CEO](#) and [Director of Finance](#) to administer equitable, transparent, and competitive pay, benefits, and flexibility programs.
- Supports a growing culture of inclusivity by implementing ongoing feedback opportunities such as employee surveys and peer-to-peer exchanges.
- Guides organizational design, career development, leadership development, staffing/workforce planning, and succession planning.
- Establishes, tracks, and reports on key people metrics, including turnover, retention, and employee engagement and belonging to make improvements to workplace culture.
- Implements a strategy and plan for inclusive, meaningful employee recognition programs.
- Provides guidance, coaching, and conflict management for a wide variety of employee relations issues, ensuring objectivity and confidentiality.

#### Recruitment and Retention

- Develops and leads organizational recruitment and retention strategies and programs.
- Identifies staffing needs; creates/revises job descriptions, recruitment plans, and job advertisements; and facilitates the overall recruitment and hiring processes.
- Implements employee onboarding, orientation, and benefits education.

- Facilitates offboarding and exit interviews, identifying trends to shape organizational culture.

### **Policies, Procedures, and Operations**

- Develops policies and procedures and leads the annual employment policy manual review and update.
- Upholds HR-related compliance with local, state, and federal regulations.
- Administers leaves of absence and accommodations, ensuring people-centered processes.
- Manages various HR-related administrative processes, including employee status changes, benefits enrollments and changes (in collaboration with the Finance Director), and personnel files.
- Directs safety programming, workers' compensation claims management, unemployment claims management, and other compliance tasks.

### **Learning, Professional Development, and Performance**

- Develops and implements organization-wide training and coaching programs for Stanley Center employees' professional growth and career development. Engages external contractors as needed.
- Supports performance management implementation, including quarterly performance discussions, 360s, mediation, coaching, and corrective action as needed.
- Stays up to date on HR, leadership, and organizational culture best practices, and compliance/ regulatory issues that impact the Stanley Center.
- Performs other related duties as needed.