JOB POSTING

Chief Officer of People, Culture, and Equity

ABOUT US

Inter-Faith Food Shuttle envisions a hunger free community. We feed our neighbors, teach self-sufficiency, grow healthy food, and cultivate innovative approaches to end hunger. As a member of Feeding America, the Food Shuttle distributes over 8 million pounds of food per year, 26% of which is fresh produce. From Senior Grocery Bags, Backpack Buddies and School Pantries; to Community Health Education and Mobile Markets; Catering and Culinary Job Training; and Community Gardening and a 14-Acre Farm; we go directly to the point of need to empower people and overcome the burden of hunger.

The Chief Officer of People, Culture, and Equity (COPCE) reports to the CEO and is responsible for one direct report which is the Director of HR. The COPCE serves as a member of the Executive Team and is responsible for an essential role focused on defining, shaping, driving, and delivering the Food Shuttle’s people experience strategy. Using both a human-centered and data-driven approach, the COPCE will seek to deeply understand and advance the employee experience through the lens of diversity, equity, and inclusion. The position is focused on furthering our commitment to training and development, performance management, and culture building aspects of the talent management cycle and promoting a highly engaged and productive work environment that continuously and successfully attracts, develops, motivates, and retains high level talent to support our mission.

The COPCE is responsible for devising and refining policies, and evaluating, and overseeing all aspects of Human Resources activities, programs, and processes including directing, developing, negotiating, and conducting strategic planning for and employee compensation and benefits.

DUTIES AND RESPONSIBILITIES

CULTURE

• Intentional development and maintenance of an organizational culture that serves the mission, strategy, and core values of the organization, including a process of monitoring and attending to staff morale.
• Actively develop and lead the organization’s DEI efforts to ensure an inclusive and psychologically safe work environment.
• Steward the centering of equity within organizational culture, structures, and systems utilizing an intersectional lens including but not limited to race, gender, age, LGBTQ+ status, socioeconomic status, and disability justice.
• Implement employee relations and engagement strategies necessary to employer-employee relationship and build morale.

LEADERSHIP

• In collaboration with the CEO and Executive Team, develop, create and effectively communicate a vision for human resources and talent that is aligned with the organization’s mission, values, and goals.
• Provide strategic and functional expertise and coaching to the Executive and Senior Leadership Teams
• Effectively partner with leaders across the organization to ensure commitment to Equity, Talent/HR vision and values and successful execution of Talent/HR initiatives
• Oversee and lead internal communications to staff
• Update the Board Human Resources Committee on key Talent and HR risk management issues.

HUMAN RESOURCE MANAGEMENT
• Provide oversight for the Human Resource function ensuring human resource policies, programs, and processes are administered effectively and in compliance with relevant laws and regulations
• Provide direct supervision of the Director of HR
• Oversee the organization’s Equity Committee and Staff Advisory Group.
• Establish and reinforce a strong performance-based culture, with appropriate performance measurement in place
• Develop, plan, and implement change management strategies to support organizational improvement and growth

HUMAN RESOURCES POLICIES AND PROGRAM OVERSIGHT
• Inspire and oversee implementation of responsive human resources policies and programs including but not limited to training and development, recruitment and retention, performance management, career trajectory, compensation, and benefits programs.
• Plans and directs the implementation and administration of benefits programs. Engaging in continuous review of existing benefit programs and the implementation of new programs to ensure equitable access and quality standards of benefit coverage.
• Oversee the creation of job-related core competencies for positions and integrate them into all core human resource efforts
• Develop, implement, and maintain an effective succession planning process

GENERAL RESPONSIBILITIES
• Partners with managers to develop strategies, understanding staffing, position, and employee needs to assist in meeting HR objectives.
• Ensures HR processes and practices are in full compliance with all federal, state, and/or local laws.
• Provides objectivity to HR issues and problem-solving solutions on the most complex issues to leadership.
• Develops, analyzes, and reports on HR metrics and takes action to close gaps.

QUALIFICATIONS
• Bachelor’s Degree in Human Resources or related field, minimum of 7 years of progressively responsible experience required, to include training and development, employee engagement, OR an equivalent combination of education and experience.
• Visionary leadership to capitalize on opportunities, identify challenges, and develop the resources to meet those challenges.
• Demonstrated experience in advancing racial equity in an organization.
• Strong understanding and application of federal, state and local employment laws with the ability to communicate them effectively to internal stakeholders.
• Practical experience in multiple areas of HR, including, but not limited to, performance management, compensation, training and development, recruiting, benefits and communications.
• Proficient in MS Office (Word, Outlook, Excel, PowerPoint)
• Able to influence, persuade and coach individuals at every level of the organization
• Able to diagnose problems and identify and drive tangible solutions
• Able to think and plan strategically and plan methodically.
• Be results driven.
• Able to cultivate and develop strong relationships and work collaboratively.
• Interest, and expertise in envisioning and leading the development of organization-wide, human capital processes and initiatives that inspire current and prospective staff, support organizational excellence and growth, and model IFFS core values.

• Preferred skills/qualifications
  - Master’s Degree in HR or related field and 10 years extensive progressively responsible experience in Human Resources Management
  - SPHR Certification
  - Proficient in a second language (but not required).

CORE COMPETENCIES

Managing Change: The ability to demonstrate support for innovation and for organizational changes needed to improve the organization’s effectiveness. Works cooperatively with others to produce innovative solutions.

Building Collaborative Relationships: The ability to develop, maintain, and strengthen partnerships with others who can provide information, assistance, and support.

Fostering Innovation: The ability to develop, sponsor, or support the introduction of new and improved methods or procedures

Personal Credibility: Demonstrated concern that one be perceived as responsible, reliable, and trustworthy

WORKING CONDITIONS

Work will be performed in an office environment. The noise level in the work environment is usually low.

PHYSICAL REQUIREMENTS

This position requires sitting at a desk/workstation and using a computer for prolonged periods of time. Reasonable accommodations will be granted.

DIRECT REPORTS

Director of HR

COMPENSATION

$85,000 - $90,000 Annually. Benefits include medical, dental, life, and long-term disability insurance. Simple IRA retirement plan with matching contribution.

TO APPLY

Please send resume and cover letter to recruiter@FoodShuttle.org

Inter-Faith Food Shuttle is an Equal Opportunity Employer. We respect and seek to build a team of individuals from diverse cultures, perspectives, skills and experiences.