

evelyn & walter HAAS JR. fund

POSITION ANNOUNCEMENT:
DIRECTOR OF TALENT AND CULTURE
REPORTS TO: CFO
LOCATION: SAN FRANCISCO, CA
Closing Date: June 21, 2019

The Evelyn and Walter Haas, Jr. Fund seeks a relationship-oriented human resources expert who leads with integrity to: make talent and culture a platform for change; ensure alignment of staffing, strategy and vision; support staff through organizational change; lead integration of a technology platform that meets the Fund's HR needs; collaboratively enhance the Fund's policies and practices around diversity, equity, and inclusion; and promote a dynamic and supportive organizational culture.



ABOUT THE EVELYN AND WALTER HAAS, JR. FUND

Sixty-six years ago, Evelyn and Walter A. Haas, Jr. started a family foundation as a way to give back to their community—the people of the San Francisco Bay Area. The founders were inspired by their vision of a society in which all people could live, work, and raise their families with dignity. Today, their children and grandchildren—Robert D. Haas, Betsy Haas Eisenhardt, Walter J. Haas, Elise K. Haas, Jesse Eisenhardt, and Walter A. Haas III—carry on the founders' legacy by taking on contemporary issues rooted in a deep commitment to advancing rights and creating opportunities for all. The Haas, Jr. Fund has evolved from a locally-focused funder in the Bay Area to one that is recognized at the local, state, and national levels.

In all of its work, the Haas, Jr. Fund seeks to:

- ❑ **Demonstrate empathy.** Compassion and empathy for others are key to the Haas, Jr. Fund's work on issues ranging from alleviating homelessness to advancing rights and opportunities for gay and lesbian people, immigrants, and students in San Francisco's public schools.
- ❑ **Respect people's tremendous ability to create change.** The Haas, Jr. Fund approaches its philanthropy with a healthy dose of humility and a deep belief in the power and the wisdom of people to shape solutions to the problems affecting them and their communities.
- ❑ **Affirm diversity and inclusion.** Treating people fairly, equitably, and with dignity has been a distinguishing and longstanding value of the Haas family, dating back to the days when Walter A. Haas, Jr. and his brother, Peter Haas, led Levi Strauss & Co. to desegregate its plants in the South.
- ❑ **Make a deep and lasting difference.** Over the years, the Haas, Jr. Fund evolved from supporting local direct services in the Bay Area to scaling and leading transformative efforts to level the playing field for people, families, and communities.
- ❑ **Nurture and sustain a love for the Bay Area.** The Haas family's philanthropy is motivated by their love and deep appreciation for the vitality and beauty of the Bay Area, its diverse people, and its rich culture.

Under the family's leadership, the Fund leverages its partnerships and grantmaking to make a positive difference across five current priorities: Immigrant Rights; Gay and Lesbian Rights; Education Equity; Haas Leadership Initiatives; and Community Partnerships and Initiatives.

The Fund, located in San Francisco, has a full-time staff of about 25 professionals and assets of approximately \$450 million. It has awarded over \$600 million in grants since its founding. For more information, visit us online at haasjr.org.

ABOUT THE POSITION

Key Duties and Responsibilities

The Director of Talent and Culture is responsible for leading the Fund's efforts to ensure its staffing, organizational culture, and HR systems are aligned with the Fund's values and strategic vision. The individual in this position leads development and oversight of professional development, performance management systems, and employee services that create a collegial community of learning, collaboration, mutual accountability and maximum impact. The Director of Talent and Culture is a strategic partner to the leadership team, manages all HR functions, and promotes a healthy workplace culture.

Partners with Organizational Leadership

- ☐ Monitors and guides organizational culture, proactively engaging and supporting staff to be their best
- ☐ Collaborates with senior leadership on organizational development and change management efforts, including implementation of new strategic directions and a learning agenda focused on diversity, equity and inclusion
- ☐ Aligns employment systems with the Fund's values and goals
- ☐ Collaborates with senior leadership on workforce planning
- ☐ Partners closely with the communications director and other staff to ensure employee communications are informative and strategic and support employee engagement

Leads the Organization's HR Functions

- ☐ Oversees the Fund's professional development and performance systems with an emphasis on supporting an adaptive, productive, learning culture
- ☐ Manages compensation strategies and systems, including annual benchmarking
- ☐ Leads hiring activities and manages searches, including work with outside recruiters
- ☐ Partners with hiring managers to coordinate new staff orientation and onboarding
- ☐ Leads employee relations and support, including resolution of employee issues, conflicts, and complaints regarding work conditions
- ☐ Provides support and counsel to assure effective supervision throughout the organization
- ☐ Oversees compliance with HR laws and regulations, and continuously expands and leads HR-related risk management, including oversight of leaves and terminations
- ☐ Maintains and communicates all employment-related policies and procedures
- ☐ Oversees the employee benefits program, coordinating with vendors and brokers, with a commitment to continuous improvement of the employee experience
- ☐ Partners closely with the controller and other finance staff to manage payroll, benefits, and retirement plan administration
- ☐ Maintains up-to-date job descriptions and classifications for all positions
- ☐ Manages employee records in compliance with organizational, state, and federal requirements

Oversees Office Administration

- ☐ Supervises office management and reception, ensuring that the office is running smoothly and efficiently
- ☐ Partners closely with the manager of information systems and other staff to assess and implement an integrated HR technology platform
- ☐ Oversees the Fund's emergency and business resumption plan in collaboration with the leadership team

Qualifications, Skills, and Abilities

The Director of Talent and Culture must possess a deep commitment to the mission and values of the Fund. Core competencies and experience shall include:

- ☐ A minimum of 10 years of progressively responsible professional experience in human resources and administration in nonprofit or for-profit organizations
- ☐ Thorough understanding of federal, state and local employment law and issues and experience working with employment law counsel (required)
- ☐ SPHR accreditation (preferred)
- ☐ A bachelor's degree in a related field desired – relevant experience can be a substitute for a degree
- ☐ Comfort with and aptitude for technology

Additional skills and abilities include:

HR Expertise

- ☐ Ready to serve as the primary HR expert on staff
- ☐ Connected to resources and trends in the field, and able to stay on top of new developments and continuously expand and refresh HR knowledge
- ☐ Advanced HR experience and training
- ☐ Willingness to manage and execute all HR functions

Experience in Organizational Change and Development

- ☐ Has a philosophy of innovation and a successful track record in change management
- ☐ Experience with strategic employee communications that support staff engagement

Relationship-Building Skills

- ☐ Able to connect with all staff and be seen as a trusted advisor and resource
- ☐ Relatable and empathetic with strong emotional intelligence
- ☐ Exhibits composure and measured responses to difficult situations
- ☐ Excellent written and interpersonal communication skills, including the ability to tailor communications to different audiences and actively listen
- ☐ Able to coach, develop, support and supervise staff

Cultural Competence

- ☐ Ready to support the Fund and senior leadership as the organization applies a diversity, equity and inclusion lens to all aspects of its work
- ☐ Exhibits significant cultural competence with awareness of the increasing complexities of race, ethnicity, gender, sexual identity and orientation
- ☐ Experience supporting the development of an inclusive, familial organizational culture that fosters a safe and trusting environment for connection and learning
- ☐ Partners with senior leadership in guiding design and implementation of the Fund's diversity, equity and inclusion journey

Systems Thinking

- ☐ Ability to view the organization strategically from a systems perspective and fashion solutions to meet organizational needs
- ☐ Experience evaluating and implementing new tools and systems to support the organization, prioritizing the employee experience
- ☐ Ability to effectively collaborate with communications, leadership, program, and operations staff on projects and systems

Demonstrated Leadership Ability

- ☐ Has worked effectively with senior leadership to manage staff and operations, foster healthy culture and institute change
- ☐ Ability to contribute new ideas, insights and perspectives to the organization
- ☐ Ensures the Fund's people strategies are aligned with the larger strategic direction of the organization
- ☐ Able to lead by example and inspire others to act

Compensation and Benefits

The salary range for this position is competitive and commensurate with qualifications and experience. The Fund offers an excellent benefits package including generous medical, dental, and vision plans; paid time off and other paid leave policies; 15% employer contribution to pension; transit subsidy; and a matching grants program.

HOW TO APPLY

The Evelyn and Walter Haas, Jr. Fund is partnering with [Walker and Associates Consulting](#) – a national strategic management consulting and search firm – for this search. To apply, email a cover letter, resume and list of three references (candidates will be notified in advance of any outreach to your references) to haasjr@walkeraac.com on or before **5:00 p.m. on Friday, June 21, 2019**. Use the subject line: Director of Talent and Culture. Submit Microsoft Word or PDF files only (one combined PDF file is preferred). Resume review begins immediately.

Questions or Nominations? Contact Constance Walker, Walker and Associates Consulting, at (510) 834-2341 or cwalker@walkeraac.com.



The Evelyn and Walter Haas, Jr. Fund is an “at-will” and equal opportunity employer. Individuals of all races, religions, national origins, ethnicities, ages, mental or physical disabilities, sexual orientation, gender (including pregnancy and gender expression) identities, marital status, veteran status, medical conditions, or any other classification protected by federal, state, or local law or ordinance are welcome to apply.