



EDSEL & ELEANOR FORD HOUSE

JOB DESCRIPTION

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| Position Title: Director of Talent & Culture | |
| Department: Administration | Salary Grade: 7 |
| Reports To: President & CEO | Status: Exempt Full-Time |
| Date: April 2019 | |

PURPOSE OF POSITION

Reporting to the President & CEO, the Director of Talent & Culture (Director) is a strategic partner who develops and leads the organization's practices, policies and procedures which will create a positive, respectful, adaptive, inclusive, diverse and engaging workplace culture that emphasizes quality, productivity, goal attainment and empowerment.

The Director will develop and drive initiatives to recruit, retain and develop talented staff & volunteers for the Edsel & Eleanor Ford House (Ford House). The Director is responsible for the overall administration of the organization's human resource policies, programs, practices and benefit plans with a focus on talent relations, retention and the performance management process.

RESPONSIBILITIES & ACCOUNTABILITIES

CULTURE

- Work collaboratively with leadership & staff to establish the long-term vision for the organization's core values that impact the workplace culture.
- Develop and implement initiatives, policies, procedures, processes and events that support and promote the workplace culture vision, including programs, experiences and tools that engage and inspire staff and volunteers at all levels.
- Develop, implement and manage a volunteer program, including strengthening existing, and developing new long-term volunteer partnerships, to support the organization's goals and needs.
- Drive organizational initiatives that inspire a positive, adaptive, inclusive, diverse and accountable culture, which creates and supports an effective, high-performing, collaborative and innovative team.
- Promote the organization's core values by ensuring that decisions, policies, procedures, processes impacting staff and volunteers are aligned with the mission, vision and core values.
- Create and manage a communications program that keeps staff and volunteers informed.
- Keep a pulse on the organization to ensure excellence in the employee and volunteer experience.
- Build trust with employees and volunteers across all layers of the organization and be an active listener and effective problem solver of people issues.
- Bring the voice of the employees and volunteers to all management discussions.

HUMAN RESOURCES

- Maintain knowledge of employment legislation and ensures organization's compliance with federal, state and local legislation pertaining to all personnel matters. Ensure organization is compliant with all governmental filing requirements.
- Annually review and makes recommendations to leadership for improvement of the organization's policies, procedures and practices on personnel matters. Communicate changes in the organization's policies, procedures and practices and ensures compliance.
- Implement, update annually and administer the compensation program.
- Build organizational development programs that aid in enriching talents' skill sets and drive talent retention.
- Create, implement and administer a performance review plan to build trust, commitment, mutual accountability and the motivation to achieve organizational goals.
- Conduct the effective administration of all employee benefit and retirement plan programs, collaborate with Finance Department on negotiation/renewal of all benefit and retirement plan programs.
- Work with leadership, managers and directors to manage personnel matters including on-boarding, exit interviews, grievances, staff counseling, disciplinary action, terminations, promotions, etc.
- Oversight of logistics for staff and volunteer meetings and trainings.
- Develop and manage annual budget.
- Maintain human resource records and files.
- Represent Ford House at local and regional meetings.

EDUCATION, EXPERIENCE & SKILLS

- Bachelor's Degree in related field. Master's Degree and/or related certification a plus.
- 5+ years HR experience, with leadership and supervisory experience and working with volunteers. Creative/cultural organization and/or volunteer management experience is a plus.
- Broad knowledge and experience in HR, including benefit administration, employment law, compensation, organizational planning, organization development, employee relations, training and development.
- Enthusiastic and positive; provides vision and inspiration, earning respect and trust, and mobilizes others to fulfill the mission.
- Strategic, innovative thinker; displays original thinking and creativity.
- Excellent multi-tasking, organizational, project management, communication and computer skills.
- Demonstrated work ethic, flexibility and thorough follow-up skills.
- Ability to work independently as well as part of an interdepartmental team.
- A high level of professionalism and confidentiality and professional demeanor.
- Strong troubleshooting skills, able to solve problems on the spot.
- Experience with budget development and management.

HOW TO APPLY

Submit cover letter, resume with salary history, and salary requirements to

<https://asi.bamboohr.com/jobs/view.php?id=41>