Director, People and Culture

POSITION DESCRIPTION

The director, people and culture is a new position in an exciting time of growth and development for The Winston-Salem Foundation. The position is responsible for all areas of human resources (HR) management to cultivate an equitable, high-performance culture that currently includes 30 staff. This role leads with an emphasis on relationships, empowerment, and integrity and is responsible for designing and sustaining an environment that is people-centered and in alignment with the Foundation’s mission, vision, values, and strategy. The director, people and culture manages all aspects of human resources at the organization, including but not limited to recruiting, employee relations, organizational development, performance management, ethical and legal compliance, compensation, and benefits. The position reports to the vice president, strategy and culture, which will be a new position at the Foundation effective September 2022, and has no direct reports.

ABOUT THE WINSTON-SALEM FOUNDATION

We are a nonprofit community foundation, comprised of over 1,600 funds, that assists people and organizations with their charitable giving, provides financial aid to college students, amplifies collective impact through our strategic initiatives, and makes grants and partnerships with nonprofits and community groups to strengthen Forsyth County. We are the oldest foundation in North Carolina, and we are one of the oldest community foundations in the country. Since 2018, the Foundation has been on a journey to deepen its understanding of and commitment to racial equity as both a priority in our work in the community and as a hallmark of our organizational culture.

Our vision:
A generous and trusting community where everyone is thriving.

Our mission:
We inspire giving and link resources to action, strengthening Forsyth County—now and forever.

Our values:
Inclusion – we practice and champion inclusion, honoring the strengths and experiences of all in our community.
Accountability – we honor the intentions of our donors and partners and hold ourselves to the highest standards of ethics, service and stewardship.
Continuous Learning – we are committed to learning and evolving with our community and our partners.
The Foundation recently completed a strategic roadmap that highlights key areas of focus in the coming years. The director, people and culture will play an integral role in working with others to implement the plan as we work to achieve the following strategic goals outlined in the roadmap:

- A diverse and expanded group of people dedicated to making Forsyth County stronger and more equitable through the pooling of time, talent, and treasure
- Greater investments of both financial and human capital to make Forsyth County stronger and more equitable
- A sustainable and equity-focused operation that enables The Winston-Salem Foundation to effectively leverage our assets to support our community and our operations
- A collaborative anti-racist workplace where all staff thrive

**DESCRIPTION OF RESPONSIBILITIES**

All staff work together to live out the Foundation's mission, values, and equity commitment. Each person actively participates in education sessions, work groups, and other formal and informal opportunities to learn about, deepen, and operationalize our shared commitment to racial equity.

**Recruitment, Retention and Orientation**

- Understand current organizational structure and job responsibilities in order to collaborate with managers and other key staff to design recruitment, selection and onboarding processes that are legally compliant and support the ongoing development of a highly diverse and engaged workforce
- Serve as key thought partner to leadership when new hires, positions and shifts in organizational structure are needed
- Work collaboratively with managers and other key staff to identify processes and initiatives for staff to feel understood and valued, knowledgeable about benefits and resources, and assisted to mutually solve problems
- Investigate and recommend retention strategies to leadership that align with the Foundation’s goal to sustain a high-performing culture

**Compensation and Benefits**

- Oversee worker’s compensation, disability, and time off/leave programs and ensure that these programs are competitive, cost-effective, and equitable
- Work collaboratively with Foundation leadership to establish and oversee compensation and salary structure and related pay policies; monitor for competitiveness, equity, and effectiveness, while managing budgetary responsibility for payroll expense
Culture

- In coordination with the vice president, strategy and culture, lead efforts to build and execute strategies and processes that promote a culture of belonging, accountability, positive work environment, and staff engagement
- Identify and implement best practices for employee engagement and satisfaction

Compliance

- Ensure legal compliance in all HR programs, policies, and procedures. Advise leadership and managers in a proactive manner of actions necessary to maintain legal compliance.
- Identify and utilize internal and external HR data to proactively monitor trends and employment law, identify risks, and make recommendations for new or revised programs, policies, and procedures
- Collaborate with external legal counsel to ensure Fair Labor Standards Act (FLSA) compliance
- Oversee updates to the Employee Handbook and other human resources policies

Employee Relations

- Determine and recommend employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation
- Develop and support employee relations and corrective action practices and procedures that are equitable and honor confidentiality
- Provide support and guidance to management and other staff when complex, specialized, and sensitive questions and issues arise; administer and execute routine tasks in delicate circumstances as needed by providing reasonable accommodations, investigating allegations of wrongdoing, and terminations
- Serve as a resource for all staff by providing resolution-oriented guidance when sensitive issues arise

Performance Management and Talent Development

- Lead the creation and implementation of a performance management process that aligns with the Foundation’s mission, vision and strategy
- Provide support to managers in identifying resources and strategies for talent development and for advancing and retaining BIPOC (Black, Indigenous, People of Color) employees as well as other underrepresented groups in the workforce: including, but not limited to LGBTQ and people with disabilities
Serve as a thought partner in identifying cross-training and talent development opportunities

**Diversity, Equity and Inclusion**

- From a process standpoint and with outcomes in mind, infuse knowledge and best practices related to racial equity in the creation and development of all HR related strategies, practices, initiatives and policies
- Help navigate conversations related to power, privilege, and structural racism to foster conditions for a culture where all staff can experience a sense of belonging

Other assignments and special projects as assigned.

**QUALIFICATIONS**

- Proven track record of broad and progressive generalist experience in human resources
- Broad knowledge and experience in employment law, compensation, organizational planning, and employee relations
- Demonstrated success collaboratively designing and implementing innovative HR programs and initiatives that help create and sustain a thriving and equitable workplace culture
- Proven skillful relationship-builder and communicator with ability to gain trust and influence people across the organization
- Expertise to engage in and facilitate important and difficult discussions about race and the consequences of privilege in regular day-to-day operations with the ability to manage all perspectives
- Demonstrated experience with navigating and engaging in difficult interactions around deeply personal, potentially divisive conversations, while supporting others to engage similarly
- Demonstrated success in using strong analytical skills, problem solving skills, and conflict resolution/negotiation skills
- Deep commitment to and understanding of racial equity
- Commitment to the Foundation’s values
- Commitment to continuous learning, creativity and experimentation
- Experience leading diversity, equity and inclusion and change management initiatives preferred
- SPHR certification or equivalent preferred

**HYBRID WORK SCHEDULE**

The Foundation offers a hybrid schedule where staff work in person for part of the week and have the option to work remotely on other days. Our offices are in downtown Winston-Salem.
SALARY AND BENEFITS

Salary range starts at $90,000, commensurate with experience. Benefits include generous paid time off (PTO) and holidays. Health insurance, life insurance, dental insurance, short-term and long-term disability insurance, and parental leave begin the first of the month following 30 days of employment. Eligibility for the defined benefit retirement plan begins after one year of service. Other optional benefits include a flexible benefit plan, supplemental insurance with AFLAC, employee supplemental retirement plan, charitable match program and tuition and fee reimbursement.

The Winston-Salem Foundation is committed to building a staff that reflects the community served by the Foundation’s mission and strategic priorities and we invite applicants that represent our diverse community.