People and Culture Director

Updated: March 2024
Title: People and Culture Director
Supervised by: Executive Director
Status: Full-time, salaried, exempt
Salary Range: $70-80K

JOB SUMMARY
Prepare and Prosper (P+P) is recruiting for its first People and Culture Director. This newly created role on the leadership team reporting to the Executive Director will manage the human resources function, and act as a catalyst to help P+P optimize our way of working, and operationalize resources planning to ensure the communities we serve and the people working at P+P are at the heart of everything we do and are aligned with the P+P mission, vision and values.

HOW TO APPLY
Please submit resume and cover letter by March 15 to jobs@prepareandprosper.org with the subject line “People and Culture Director.” Indicate in your cover letter where you heard of the position opening, and how your interests and experience align with the mission of P+P.

ABOUT THE ROLE
The People and Culture Director will focus on these critical priorities:

- Managing internal human resources processes, systems and structures to enable the critical work of the organization to thrive and expand to better serve Minnesota residents.
- Leading the way with the Leadership Team to forge a culture that supports innovation, cross-functional collaboration, and sustainability and reflects our deep value for diversity, equity & inclusion.
- Co-creating and stewarding a leadership charter to ensure that Prepare and Prosper continually refreshes our capacity to engage our people, face our challenges and achieve our aspirations.

Our ideal candidate will be a seasoned HR leader with significant generalist experience as well as expertise in talent management and/or organization development/effectiveness. You will bring energy and enthusiasm with contemporary practices and fresh ideas to help lead our people processes and culture to lead the P+P staff and support the organization in ways that enrich our work lives and enhance effectiveness across the system.

We are looking for someone with high emotional intelligence, strategic mind, the willingness to manage all technical HR processes including but not limited to: talent management, employee relations, compensation and benefits, workplace policies, performance management, training, internal communications, and role classification. You will have regular interaction with staff at all levels across the organization.
PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS

- Oversee day-to-day organizational administration and operations related to human resources (strategy, operations, and compliance), Benefits, Talent Acquisition, and the full range of Talent Management to include Diversity, Equity, Inclusion, Performance Management, Human Capital Planning, Learning and Development.
- Provides partnership and guidance to the Leadership Team to identify opportunities, develop plans and implement impactful solutions.
- Focuses on building a strong culture to align with well-articulated P+P strategic imperatives and values with a keen eye on creating and sustaining staff engagement; leads organization in building foundational organizational capacities in areas such as accountability, trust and collaboration; examines process elements, such as decision-making protocols, to clarify, communicate roles and manage expectations.
- In collaboration with Executive Director and the Leadership Team, anticipates future organization talent needs to build internal bench-strength and prepare robust talent pipelines. Activities will include development planning, developing job ladders, succession planning, talent development forums, staffing strategies, and other talent management processes.
- Serves as trusted business partner and advisor to the Executive Director and Leadership Team (all Directors); providing counsel for common-sense, realistic employee interventions.
- Creates and updates organizational policies, practices, processes, tools and systems to optimize overall organization effectiveness and enhance the employee experience; ensures P+P is compliant with all applicable federal, state and local laws related to people.
- Establishes, tracks and reports people related metrics (performance), including indicators of employee engagement and progress against strategic priorities.
- Perform other duties as specified by the Executive Director.

HYBRID WORK ENVIRONMENT

- Hybrid remote in St. Paul MN 55114
- Be able to work independently and with highly matrixed environments and teams

EDUCATION & EXPERIENCE

- BS/BA degree in a related field required.
- A minimum of 10 years of comprehensive human resources experience or related to include at least 5 years; specific experience leading and developing teams and proven impact as a Human Resources Business Partner, consultant or related strongly preferred.
- Demonstrated experience supporting substantial change management and organization-wide initiatives.

COMPETENCIES (KNOWLEDGE, SKILLS & ABILITIES)

- Demonstrated organizational development and transformation leadership and human resources subject matter expertise to effectively align resources to deliver results; ability to link organizational strategies to talent gaps and translate these into operational and tangible plans; strong business thinker who understands the importance of employee engagement. Possess the ability to navigate the tension between organizational values and pragmatic business reality.
- High emotional intelligence with the ability to bring people-centered perspectives into conversations for Executive Director and Board Members to consider; strong awareness of optics of decision making with the ability to weigh and communicate risks and rewards. Be a natural collaborator, trust-builder and influencer with consulting skills to include-providing executive advice, coaching and counsel.
- Process improvement orientation to encourage innovation and optimize Prepare and Prospers’ effectiveness and maximize the organization’s investment of resources.
• Understanding and application of all contemporary human resources principles and practices; current knowledge of employment law; excellent employee relations management skills. Certification or training in mediation or negotiation is a plus.
• Deep understanding of and appreciation for Diversity, Equity and Inclusion and how it intersects with the work of Prepare and Prosper.
• The willingness to hold people accountable and lead by example. Must be willing to be resilient in the face of adversity to hold the organization’s leaders and people accountable for behaviors by holding up an objective mirror.
• Escalate and regularly debrief organizational challenges, opportunities and highlights with the Executive Director.
• Have advanced knowledge human resources/organizational financial concepts and budgeting.
• Competency in Microsoft Office, particularly Word and Excel, or similar word processing and spreadsheet software.

BENEFITS THIS POSITION OFFERS
Our benefits package for this position includes:
• Health, dental, vision, life, and short/long term disability insurance
• Generous PTO accrual rate
• Paid holidays
• Retirement plan (SIMPLE IRA)
• Mileage reimbursed for work-related travel

COMPANY OVERVIEW
Prepare + Prosper (P+P) is a nonprofit that works with people to build financial well-being and address financial inclusion. Harnessing the power of volunteers and partnerships, we provide free tax preparation and financial services, products, and coaching, and work to change systems to create economic opportunity for everyone. We are committed to the principles of diversity, equity, and inclusion in our work are particularly interested in receiving applications from people of color and those with lived experiences similar to the people who use our programs.