

Bridging The Gap

Position Description

Job title	<i>Director of People and Culture</i>
Reports to	<i>Executive Director</i>
Status	<i>Full Time –Exempt</i>
Supervises	<i>HR Associate and Volunteer Program Manager</i>

Job Purpose

This new position will be an exceptional opportunity for a compassionate and intentional leader to impact the way Bridging The Gap serves and develops its people. Reporting to the Executive Director, the HR Director will have the responsibility to develop and implement an organization-wide people, talent, and culture strategy. They will oversee all areas of Human Resources, including HR administration, DEI, succession planning, talent recruitment, training and development, and employee engagement. As a member of the Senior Leadership Team, they will serve as a thought partner and strategic advisor to the Executive Director in all areas related to people and culture.

Primary Duties and Responsibilities

- Provide overall leadership and guidance in recruiting, DEI, career development, succession planning, retention, training, documentation, performance management, compensation, and benefits
- Analyze current HR policies and procedures and update them to ensure they are at the forefront of best practices and legal requirements including the employee handbook
- Manage relations with HR vendors and service providers such as insurance and employee benefits brokers, consultants, and temp agencies
- Maintain basic knowledge of legal requirements related to management of employees, reducing legal risks and ensuring regulatory compliance
- Proactively and empathetically manage employee relations issues
- Provide policies and tools to support performance improvement processes and oversee corrective action programs, terminations, and investigations
- Lead program managers in updating and implementing OSHA compliant safety protocols
- Manage planning and budgets for HR services and employee benefit
- In partnership with the Leadership Team, oversee and continue the implementation of organization-wide efforts involving DEI work to ensure that all employees have a sense of belonging and that diversity, equity and inclusion are primary in organizational decision-making, practices, and culture

- Developing and strengthening management practices across the organization. Training and advising employees and supervisors on a variety of topics such as effective supervisory strategies and communication.
- Collaborate with the Leadership team and Program Managers to identify staffing and volunteer needs and develop innovative recruitment pipelines and methods, and hiring practices that are rooted in best practices in racial equity, diversity, and inclusion
- Lead efforts to create a compelling employer brand
- Analyze current trends in compensation and benefits; research and propose competitive base and innovative benefits programs
- Develop and oversee a performance management process to ensure employees receive frequent, clear, and actionable feedback that supports ongoing career development and organizational and manager engagement
- Create learning and professional development programs and initiatives that provide meaningful internal opportunities for employees.
- Provide guidance around best practices and current trends in supporting strong productivity, recognition, morale-boosting, and team-building initiatives and practices to ensure high levels of employee and volunteer engagement, particularly for a team that is partially remote or in the field.
- Play a key role in developing and supporting workforce development programs
- Champion employee wellness by reinforcing a culture of work-life balance and ensuring staff are practicing an appropriate amount of self-care to avoid burnout.
- Work with the Volunteer Program Manager to update established volunteer management practices and ensure they are being followed by the program staff
- Support and work with the Volunteer Program Manager to implement strategies to increase the number of volunteer hours we receive annually
- Other job-related duties as requested and subject to reasonable accommodation

Qualifications

- Bachelor's Degree
- At least 5 years of relatable experience in leading people and culture
- Demonstrated commitment to and expertise in leading DEI work
- Prior experience with workforce development programs a plus
- Proven ability to solve complex problems and think strategically
- Good judgement and prioritization skills and a commitment to integrity and follow through
- Demonstrated ability to effectively encourage and motivate people.
- Hands-on experience building and maintaining positive and inclusive workplace cultures.

- Excellent verbal and written communication skills, including strong organizational, detail, and interpersonal skills; ability to establish and maintain effective working relationships with management, employees, partners, and the public
- Exceptionally high level of emotional intelligence and self-awareness
- All candidates will be subject to a background check within compliance with applicable local, state, and federal laws

Working condition

Occasional evening and weekend hours. Mostly takes place in an office setting with some participation in events and outdoor workdays

Salary & Benefits

Benefits include 90% of health, dental, life, and vision insurance, and, 100% disability insurance, 2 weeks of paid vacation, 14 paid holidays including December 24 through New Year's Day, flexible scheduling, when appropriate, supportive team atmosphere and a dog friendly office.

Pay range is 68,000 to \$78,000

Bridging The Gap is an equal opportunity employer and understands the value of having a team with a diversity of experiences and perspectives to optimize our potential for compassion, collaboration, creativity, and excellence in service. We encourage people from all background to apply.

To apply, please send (email preferred) a cover letter and resume to:

Bridging The Gap
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