



Director of People and Culture

About the Organization:

The organization exists to break the generational cycle of poverty for Latino immigrants and their families by lifting barriers to their success. Canal Alliance is a nonprofit champion of immigrants who are challenged by a lack of resources and an unfamiliar environment.

Position Summary:

Working within the preeminent organization in Marin County providing education, legal and behavioral health services to the Latino community, the Director of People and Culture will lead the organization's diversity, equity, and inclusion strategy and initiatives, recruitment and selection, professional development and performance management, and overall human resources operations. The position will report to the CFO/COO and supervise the HR Coordinator.

Essential Functions:

Diversity, Equity, and Inclusion (25%)

- Lead the organization in building a work culture tied to the organization's commitment to diversity, equity, and inclusivity, leveraging best practices from other related organizations as appropriate
- Create a robust roadmap that aligns the Canal Alliance's diversity, equity, and inclusion goals with our outcomes based upon our organizational values
- Engage staff actively in this work, soliciting regular input via committees, team meetings, surveys, and other tools
- Plan, design, and implement diversity, equity, and inclusion training and development to support the organization in living up to our values
- Analyze demographic data as it relates to hiring, promotion, and retention, and leverage findings to inform strategies and initiatives

Recruitment and Retention (15%)

- Establish an overarching vision for talent acquisition and selection that reflects our diversity, equity, and inclusion goals and positions Canal Alliance as an *employer of choice* for candidates
- Develop and execute best practices for the recruitment and selection process to support effective and equitable hiring across the organization
- Partner with the HR Coordinator to refine the organization's onboarding program to ensure new hires have a smooth and productive initial experience

Professional Development and Performance Management (15%)

- Design Canal Alliance's professional development, promotion, and retention philosophy, including compensation, benefits, and recognition/awards
- Establish a cohesive vision for career pathing, succession, and workforce planning that is equitable and aligned to our values
- Develop a robust performance management strategy tied to quantitative and qualitative goals, building upon the organization's current performance review process

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- Analyze retention data and utilize insights to implement strategies and initiatives that support the retention of high-performing team members

Human Resources Operations (45%)

- Ensure the organization's compliance with federal, state, and local employment laws and regulations
- Administer or oversee the administration of all human resource programs including, but not limited to, employee relations; compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and training and development
- Conduct research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system and use to inform human resource programs
- Recruit, interview, hire, and train new staff in the department. Current direct report is HR Coordinator; oversees the daily workflow of the department and provides mentoring and guidance to HR staff

Other Responsibilities

- Other duties as assigned by supervisor

Education and Experience

- Bachelor's Degree in Human Resources, Business Administration, or related field; Master's degree preferred
- 10+ years of related experience, with at least 5 years of human resource management experience, preferably in a nonprofit setting
- SHRM-CP or SHRM-SCP Certification highly preferred

Qualifications- Skills and Knowledge

- Demonstrated commitment to building equitable systems in the workplace
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations
- Excellent relationship building skills with the ability to bring people along to solve complex organizational challenges
- Strong supervisory skills; holds high standards while coaching and developing others; empowers team members to proactively and creatively solve problems
- Outstanding verbal and written communication skills
- Excellent organizational skills
- Ability to maintain strict confidentiality
- Familiarity with HR information system
- Proficient with Microsoft Office Suite or related software
- Bilingual Spanish/English a plus



Compensation

This is a full-time, exempt position with benefits. We offer a competitive salary with a benefits package that includes 3 weeks paid vacation a year, 12 days of sick leave a year, a voluntary vision plan and 100% paid employee medical & dental insurance. In addition, there are at least 10 paid holidays annually, a 403(b)-retirement plan, a Flex cafeteria plan, long term disability insurance and an employee assistance program.

Canal Alliance Equity and Inclusion Statement

Canal Alliance actively promotes and recognizes principles of fairness, equity, and social justice in relation to, and across, intersections of race, age, color, national origin, ethnicity, citizenship, sex, sexual orientation, gender identity, gender expression, religion, disability, ancestry and all other identities represented among our diverse employees.

Application Process

Please email your resume and cover letter to **HR@canalalliance.org**. Only electronic applications will be accepted. Please indicate “**Director People and Culture– YOUR NAME**” in the subject line of your email. Applications without a cover letter will not be considered.

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