



Director of HR

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:

Reporting to the CFO/COO and supervising the HR Coordinator, the Director of HR will provide leadership and active support of all Human Resources initiatives including recruitment and selection, professional development and performance management, and overall human resources operations. This position will serve as a key member of the Leadership Team.

Essential Functions:

Recruitment and Retention (20%)

- Establish an overarching vision for talent acquisition and selection that reflects our strategic priorities, diversity, equity, and inclusion (DEI) 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 (20%)

- 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
- Analyze retention data and utilize insights to implement strategies and initiatives that support the retention of high-performing team members and align with the organization's DEI goals

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

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- 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

Organizational Leadership (15%)

- Collaborate with organizational leadership team regarding strategic direction for organization
- Implement all HR-related priorities in the strategic plan
- Actively support and engage in DEI training and professional development for the staff
- Analyze demographic data as it relates to hiring, promotion, and retention, and leverage findings to inform strategies and initiatives

Other Responsibilities

- Other duties as assigned by supervisor

Education and Experience

- Bachelor's Degree in Human Resources, Business Administration, or related field
- 10+ years of professional experience, with at least 5 years of human resource management experience, preferably in a nonprofit setting
- Experience working with diverse workforce
- SHRM-CP or SHRM-SCP Certification preferred

Qualifications- Skills and Knowledge

- 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; empathetic and compassionate
- Strong supervisory skills; holds high standards while coaching and developing others; empowers team members to proactively and creatively solve problems
- Demonstrated commitment to the principles of DEI and to building equitable systems in the workplace
- 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.

By appreciating the importance of inclusion, we acknowledge that the collective and individual talents, skills, and perspectives of our staff foster a culture of belonging, safety, collaborative practice, innovation, and mutual respect. Canal Alliance is committed to the transformation of attitudes and systems that deprive any person or group of these principles.

Application Process

Please submit your resume and cover letter to

<https://recruiting.paylocity.com/recruiting/jobs/Details/720178/Canal-Alliance/Director-of-Talent-and-Culture>

Applications without a cover letter will not be considered.

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