

Job Title: Vice-President of People and Culture
Reports To: President & CEO
FLSA Status: Exempt



of Tarrant County

Position Summary: The Vice-President of People and Culture is responsible for developing and executing human resource strategy in support of the strategic direction of the organization and is the champion of organizational culture at Girls Inc. of Tarrant County.

The role is responsible for directing and delivering excellence in talent acquisition, learning & development, retention, performance management, total rewards, workforce planning & analytics, organizational design, change management, and other related human resources results. Given the significant growth of the business, this role is particularly critical to ensure the organization acquires and retains the right talent and protects as well as enhances our unique culture. This leader will also partner across our organization to deliver our DE&I strategy, creating an inclusive environment for our employees, volunteers, and participants. Additionally, this individual serves as a forward-thinking leader, responsible for identifying, developing, and implementing key human resources initiatives that will substantially enhance the success and growth of the organization. This role will report to the President & CEO and support all organizational teams.

Essential Duties and Responsibilities: To perform this job successfully, an individual must be able to perform the following satisfactorily; other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Establish and implement HR efforts that effectively communicate and support the organization's mission and strategic vision.
- Serve as a culture carrier and ambassador, continuing to drive and enhance Girls Inc. of Tarrant County's values-driven culture.
- Provide strategic leadership in areas of people & talent in partnership with PEO. This includes: performance management, talent acquisition & onboarding, compensation & benefits, retention, headcount planning, and analytics, organizational design, policies and compliance, employee engagement, learning and development training, and cultural initiatives.
- Build and enhance recruiting, interviewing, hiring, onboarding, career pathing, and retention capabilities. Develop a recruitment roadmap and lead the end-to-end process to ensure we are attracting top talent and have a streamlined onboarding process that supports our organization's leadership and hiring managers.
- Work with the executive management team to establish a sound plan of management succession that corresponds with our strategy and objectives.
- Creating an internal culture of DEI. Sharing our progress by driving accountability for DEI targets, encourage adoption of DEI training and implementation of inclusive strategies. Identify areas of opportunities ultimately partnering with the organization, national organization, and external partners to develop tactical plans for enhancement.
- Create and encourage opportunities for employee engagement and collaboration.

- Serve as support for employee relations issues and develop strategies to address them including guiding and coaching managers and employees, conducting investigations where necessary, and collaborating with outside employment counsel including PEO.
- Oversee and drive the organization's professional development and performance management program, policies, and processes, including individual development plans, result tracking, career pathways, and succession planning.
- Work in collaboration with PEO to manage employee benefits and compensation plans, including tracking and communication about employee evaluations.
- Process bimonthly payroll and produce relevant reports to Chief Financial Officer.
- In collaboration with PEO, ensure full legal compliance with all employment laws and regulations.
- Create and/or update policies, procedures, and company handbooks as needed.
- Participate as a key member on the GITC Administrative Team in driving all cross-functional business goals.
- Demonstrate effective change leadership through intense and dynamic growth.
- Manage all outside vendor relationships and partners that support various HR operations and resources.
- Performs other duties as required.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

Bachelor's degree from four-year college or university and 10 or more years related experience and/or training, or equivalent combination of education and experience.

Demonstrated experience in talent recruiting; building high-performance teams; cultivating positive employee-engagement initiatives; and administering compensation, benefits, and total rewards programs.

Demonstrated success collaborating, partnering, and influencing at all levels across an agile startup organization, aligning the people strategy with business goals and growth.

Excellent project management skills with a proven ability to design and implement people strategy that drives business results.

A passion for a company culture that is agile, diverse, inspirational, intellectually curious, and motivating.

Language Ability:

Read, analyze and interpret business, professional, technical or governmental documents. Write reports, business correspondence and procedure manuals. Effectively present information and respond to questions from managers, customers and the public.

Mathematical Ability:

Work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Apply concepts such as fractions, percentages, ratios and proportions to practical situations.

Reasoning Ability:

Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills:

Microsoft Office proficiency

Certificates and Licenses:

SHRM Senior Certified Professional (SHRM-SCP) and/or Senior Professional in Human Resources (SPHR) preferred.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderate.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is occasionally required to stand; walk; climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 15 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

The above job description is not intended to be an all-inclusive list of duties and standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as assigned by their supervisor.

Salary Range: \$75,000-\$85,000 based upon training, skills, and experience.