



JOB OPPORTUNITY

We encourage diverse applicants because we believe having a staff that authentically reflects the community we serve, is critical to our ability to be culturally responsive.

Effective 01 June 2021, IslandWood will require all staff, volunteers, docents, interns, and graduate students to receive a COVID-19 vaccine and to provide proof of inoculation.

This decision is intended to aid in the safety and health of all persons delivering and/or supporting program delivery, our clients, and students. Waivers are available for medical and religious exemptions.

Job Title:	Director of People and Culture
Department:	Human Resources
Reports To:	Chief Finance and Operations Officer
Classification:	Full-time/annual, Salary/exempt
Work Schedule:	Monday through Friday
Work Location:	Bainbridge Island Campus; some remote work possible
Pay Range:	\$81,000 to \$121,000
Benefit Package:	Full benefit package provided; health benefits 100% premium paid by IslandWood (Medical, Dental, Vision, Life, LTD), HSA, Flex, 401k, 3 weeks paid vacation

OVERVIEW: The Director of People and Culture (DPC) is responsible for leading the strategic direction of human resources function and organizational development at IslandWood (IW). DPC is responsible for championing IslandWood culture and core values. This role will work with senior leadership, extended leadership team, management, and staff in creating and implementing a strategy that attracts, retains, and develops talents and seeks to develop an IslandWood culture that emphasizes justice, diversity, equity, and inclusion (JEDI).

This role is responsible for leading and managing the entire employee lifecycle, and the development of new people-related systems, policies, processes, and metrics that support the achievement of IslandWood's mission, Theory of Change, and strategic priorities.

The DPC is responsible for establishing best practices for the organization, administering compensation and benefits, performance management, training and professional development HR compliance and advising managers and staff on talent acquisition and management.

The DPC is also responsible for leading, influencing and managing the utilization of an IW Human Resource Information System (HRIS).

PRIMARY RESPONSIBILITIES:

Leadership

- Lead in fostering a safe, healthy, and collaborative IslandWood work environment.
- Develop long-term and short-term human resources strategies and organizational development programs that are aligned with the overall organizational priorities and strategic objectives.
- Work with senior leadership, extended leadership, line managers, JEDI council teams, and other stakeholders to build a culture of justice, diversity, equity, inclusion, and cross departmental collaboration.
- In collaboration with IslandWood leadership, facilitate high level organizational discussions, including discussions on organizational structure/design, culture and leadership/management training and development.

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PRIMARY RESPONSIBILITIES: (continued)

- Lead the development and execution of recruitment, engagement, and retention strategies. Develop and implement training, mentoring, professional development, and succession plans that are centered on JEDI.

Management

- In collaboration with line managers, supervise the resolution of employee relations and organizational development issues across the organization.
- Ensure compliance with labor laws, conducting HR audits annually; and resolve complex employee relations issues in a balanced, fair, and objective manner, using appropriate investigative, invention and intervention techniques.
- Manage the development of tools and guidelines to support and implement policies and procedures, development of HRIS, benefit summaries and compensation guidelines.
- Manage the development and maintenance of HR metrics and people data to inform key decisions. Develop and implement a fair total rewards and compensation strategy and structure
- Coach managers and staff, when necessary.
- Develop and monitor annual team budget, goals and objectives and work plan.
- Line manages the Human Resource Specialist
- Support the Payroll management process in coordination or collaboration with HR Specialist and Director of Finance
- Other organizational development and people operations related tasks/initiatives as assigned from time to time by the line manager or the leadership team.

Key Competencies Include:

- **Technical HR:** Strong familiarity with local, state, and federal employment laws and regulations. Strong background in supporting talent acquisition, talent management and development, employee relations, coaching, conflict resolution, compensation, and benefits administration.
- **Ethical Practice:** Ability to make sound judgment, exercise discretion and credibility, and act as an agent who promotes fairness, integrity, and accountability across the organization. Must believe and embrace IslandWood's vision, mission, and core values.
- **Relationship Management:** Ability to build, nurture, promote and influence healthy work relationships and to work as an effective member of the team and the organization. Ability to create a safe space for management and staff to discuss work issues, while supporting the organization.
- **Self-Management:** Ability to set professional boundaries. Resilient and able to manage self and keep composure in times of stress. Able to work independently with minimum supervision.
- **Communication: Effectively craft and deliver concise and informative communications. Ability to listen to and address the concerns of others, and to transfer and translate information from one level or team of the organization to another. Evokes confidence with a flexible and compelling communication style that connects with diverse audiences. Demonstrates clear and organized ideas.**
- **JEDI: Strong commitment to Justice, Diversity, Equity, and Inclusion. Must embrace IslandWood JEDI commitment and apply them to day-to-day work. Deep commitment to practices in justice, diversity, equity, and inclusion.**
- **Achieving results: Setting strategic direction and ensuring work plans consider multiple priorities, dependencies, and competing deadlines. Organized, detail oriented and accurate.**

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Key Competencies Include: (continued)

- **Organizational Change: Sets and communicates the architecture for change including organizational design, leadership development, organizational assessment, and culture development.**
- **Leadership: Progressive and pragmatic leadership style with strong influence and collaboration skills. Courage to speak up and challenge assumptions and points of view in a constructive manner. Speak with senior leaders about business priorities and craft a human resource strategy to enhance those goals.**

Qualifications: (Required)

- Bachelor's degree in HR, Business Administration, or related field.
- 5-10 years of broad-based and progressive Human Resource/People Operations and Organizational Development experience.
- Must maintain confidentiality of sensitive information and be strategic partner.
- Commitment to IslandWood's core values that enable teams and individuals to succeed with shared respect and purpose.
- Support IslandWood's strategic plan to expand our mission and impact.
- Experience in working with individuals from a variety of cultural and economic backgrounds.
- Must pass child safety screening.
- Must comply with a smoke-free and drug-free workplace.
- Some HRIS systems experience

Desired

- MSHR or PHR/SPHR certification

Application Requirements:

Please submit a cover letter, resume and two current references

employment@islandwood.org

Position Posted: October 2021

Application Deadline: Open until filled

Start Date: October 2021

IslandWood is an Equal Opportunity Employer and welcomes applications from qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state, and local laws.