



The Joyce Foundation Position Description

Director of Talent and Culture

Position Title: Director of Talent and Culture

Reports To: Chief Operating Officer

Status: Full-Time

FOUNDATION OVERVIEW

The Joyce Foundation is a private, nonpartisan philanthropy that invests in public policies and strategies to advance racial equity and economic mobility for the next generation in the Great Lakes region. We support policy research, development, and advocacy in six program areas: Culture, Democracy, Education & Economic Mobility, Environment, Gun Violence Prevention & Justice Reform, and Journalism. We focus our grant making primarily in the region, while also exploring promising, evidence-informed policy solutions nationally and at the federal level. The Joyce Foundation makes charitable distributions of over \$50 million annually on assets exceeding \$1 billion.

The Foundation's commitment to racial equity and economic mobility is reflected in our strategic grant-making priorities, which aim to improve outcomes for all young people, with a focus on young people of color who disproportionately face structural barriers to social and economic progress. It also is reflected in our business operations, as we work to measure the impact of our grant making, staffing, and contracting with the goal of creating greater, more equitable opportunities for people of color. Our work on this front is ongoing. We are committed to aligning our policies, practices, and resources to foster equitable opportunity for all. The Foundation has a staff of 35 and is governed by a 12-member Board of Directors.

The Joyce Foundation offers a competitive salary range for this position that begins at \$190K, with excellent benefits including paid vacation, generous health and wellness coverage, and retirement.

POSITION SUMMARY:

The Joyce Foundation is widely recognized for its philanthropic excellence in meeting its mission. Its dedicated professional staff deserve this credit. Supporting and sustaining a vibrant and engaged staff, as individuals and as a collective, is the responsibility of this new position. The Director of Talent and Culture is charged with providing the entrepreneurial leadership needed to thoughtfully design and execute forward-thinking and best-in-class talent development and management practices.

The position will report to the Chief Operating Officer and work closely with the Foundation's leadership team and entire staff to foster an inclusive and collaborative culture that is enriched by people with diverse backgrounds, viewpoints, and experiences. This new position will oversee the development and implementation of talent management, work culture, compensation/benefits, and legal compliance.

Principal Duties and Responsibilities

As a new role for the Foundation, this Director will be responsible for working collaboratively with the senior leadership and staff to design and implement several new initiatives to professionalize and deepen the Foundation's efforts around talent management and to further enhance culture.

Key duties and responsibilities of this new office will include the following:

Developing and Supporting Staff

Staff Assessment and Management

- Design and implement a system to annually assess employee growth, aspirations, professional development needs, and contributions to the Foundation.
- Engage with staff to identify ongoing training needs and develop relevant support.
- Serve as a strategic advisor to staff and assist with the resolution of employee relations and other human resources related issues.
- Provide strategic advice to Leadership on trends in the future of work.
- Actively create professional networks with other foundations inside and outside of the Chicago region for knowledge sharing and thought partnership.

Recruitment/Onboarding/Offboarding

- Design and implement an inclusive and robust recruitment and selection process that ensures a diverse staff.
- Build a thoughtful talent pipeline strategy that reflects the Foundation's mission and values.
- Develop and implement a comprehensive, seamless, and welcoming onboarding process with a single curated online portal for all onboarding materials. Ensure ongoing peer support for continuous learning of practices and technologies.
- Create and implement a thoughtful offboarding practice to inform talent and culture work going forward.

Culture

- Develop and oversee strategies that allow staff to continually contribute to and benefit from an inclusive and highly productive work environment. This effort will require the advancement of tactics to facilitate connection in a hybrid work environment and to encourage initiative and thoughtful contribution of ideas from all staff.
- Identify and develop opportunities for continuous learning and cross departmental activities for all staff that advance the Foundation's values of racial equity and economic mobility.
- Partner with Leadership to provide insights and expertise on how organizational policies are created and deployed.
- Provide unparalleled tact and understanding of informal influence to strengthen the organization's ability to ensure a shared work ethos/ethic and high-quality work environment for all.

Compensation and Benefits

- Work with the COO to ensure overall compensation packages are competitive and equitable to recruit and maintain quality employees.

- Identify and evaluate new strategic opportunities to further enhance the Foundation's benefit offerings to staff.
- Evaluate tools and technological solutions to modernize benefits administration for staff. Lead the planning, implementation, and all needed change management to effectively roll out new systems.
- Structure ongoing sessions to help staff understand and take full advantage of benefits. Work closely with the Chief Investment Officer to offer educational sessions related to retirement investing. Serve as the sole conduit to facilitate an expeditious way for staff to secure answers to individual questions and successfully navigate benefits.

Legal Compliance

- Maintain in-depth knowledge of legal and compliance related requirements for human resources, risk reduction, and regulatory requirements.
- Engage with external legal counsel as needed.

QUALIFICATIONS AND COMPETENCIES

The ideal candidate will be a self-starter and have at least 8+ years of relevant experience, accumulating considerable knowledge of principles and practices of the human resources field including: change management, staff management and development, work culture, compensation and benefits, employee relations, recruitment and selection, employment law and compliance using a diversity, equity and inclusion lens.

This person must have proven experience both designing and executing human resource and culture services. They will have high emotional intelligence and be an active listener, with the proven ability to build a joyful work environment and culture that encourages individual and collective commitment to the work and each other.

Experience with change management is essential. The new Director will have the experience to work with staff to design new systems and policies and the maturity to gain the trust needed to facilitate implementation and continuous learning.

TO APPLY

The Foundation has secured help from Sheila Leahy of SAL Consulting, Inc to support the search process. Sheila welcomes inquiries at sal.consulting.inc@gmail.com. Interested parties are encouraged to apply early as the process will move quickly, and preference will be given to applications received by December 19. The process is completely confidential. **Applications must be sent to joyce.fdn.HR@gmail.com with only your name in the subject line and include:**

- A cover letter that speaks to your culture and human resource experience that prepares you for the role as outlined above
- A current resume