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## Job Description

Position: Vice President, Human Resources and Operations

Program: Agency-wide

Reports To: Chief Executive Officer

Classification: Full-Time/Exempt

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OBT exists to break the cycle of poverty and inequity through education, job training, and employment. OBT's programs operate out of multiple locations and serve as a bridge to economic opportunity for youth, individuals, and families in underserved communities. Through various sector-based pathways, we offer programming that extends from high school equivalency programming to industry-certified training. OBT is funded through a mixture of government contracts, corporate and foundation grants and private contributions.

The Vice President (VP), Human Resources & Operations is a critical leader who will have the opportunity to help shape our organizational culture and future success. We are seeking an equity-focused leader committed to continuous improvement, with a vision for and experience in recruiting, developing, and retaining a skilled, diverse, and inclusive workforce, representative of the communities we serve.

Reporting directly to the Chief Executive Officer, the Vice President, Human Resources & Operations will lead the organization's people-centered processes and protocols and the physical and virtual structures that support work across the agency. The VP will work in partnership with the Executive Team to manage a portfolio of departments (HR, Facilities, and Operations) that undergird the organizational infrastructure and support optimal program operations. This role is equal parts strategy and implementation.

### **Responsibilities:**

#### **Human Resources**

- **Strategic Planning:**

- Provide strategic partnership as a member of OBT's Executive Leadership team to assess organizational health, develop our organizational growth plan, and ensure ongoing capacity building across all levels of the organization
- Design strategies and cultivate partnerships to ensure hiring and development of a diverse workforce that reflects the communities OBT serves

- Collaborate with the Vice President of Programs to support Program and Site Directors in organizing teams to thrive in a new blended environment of in-person and remote working and learning.
- **Recruitment & Onboarding**
  - Cultivate and maintain partnerships with local and regional organizations, networks and higher education institutions that can support the creation of talent pipelines reflective of the communities that OBT serves.
  - Implement an employee recruitment and hiring process that is inclusive of relevant stakeholders in the organization; maximizes external relationships, particularly with networks of traditionally underrepresented groups; and consistently works to reduce barriers in applying to and engaging in OBT's hiring process.
  - Partner with Program & Site Directors to facilitate thorough and streamlined hiring processes that include a variety of stakeholders representative of respective teams
  - In collaboration with the Vice President of Programs, ensure alignment between candidate expertise and programmatic needs and/or requirements.
  - In partnership with the Vice President of Programs and Supervisors, develop comprehensive onboarding plans across functional teams to ensure that new team members are able to effectively transition into their roles in the organization
  - In collaboration with the VP of Programs and Sr. Director of Programs, and in consultation with the CEO, craft an annual organizational plan for staff development at all levels
- **Performance Management:**
  - Oversight of a comprehensive performance management system, including
    - Annual and interim reviews for staff
    - Provide direct support and coaching for supervisors in navigating performance conversations with staff
    - Develop a system formalizing recognition of staff accomplishments and milestones
    - Develop a framework to identify, assess, and develop internal talent through coaching, professional development, and leadership opportunities
    - Create and implement a plan to support organizational culture building by implementing regular team surveys, feedback systems, and individual team member performance

- Support supervisors in managing and understanding performance data in order to implement professional development and related strategies
  - Lead the codification of OBT's compensation structure and its connection to performance, including external benchmarking and oversight of its implementation across the organization.
  
- **Employee Benefits:**
  - Plan and direct implementation and administration of employee benefits programs such as health insurance, life insurance, employee assistance program, tax sheltered annuity program and other plans
  - Evaluate and benchmark benefits services, coverage, and options available through insurance and investment companies to determine programs that best meet the needs of the organization. This includes negotiating and contracting with benefits plan providers, and vendors for services, premiums and administration
  - Lead benchmarking, assessment, and recommendation of OBT's benefits offerings to ensure competitiveness in the market
  - Manage annual open enrollment for health insurance and other benefits, COBRA notifications and enrollments with the Vice President of Finance
  
- **Processes & Procedures:**
  - Manage OBT policies, including the Employee Handbook, including updating as required by law and/or organizational needs aligned with the mission and values of the organization, including
    - The ongoing work of enacting values and behaviors that espouse Diversity, Equity, & Inclusion
    - The shift to a blended organization consisting of remote and in-person programming
  - In collaboration with the Executive Leadership team, design and help coordinate organizational learning opportunities that support OBT's evolution into a "learning organization". This includes learning grounded in embodying Diversity, Equity, and Inclusion, particularly attending to how this manifests in OBT's programming and organizational culture.
  - Ensure compliance and staff trainings are conducted according to best practices and as regulated by federal, state, and local law; this includes building organizational capacity to adapt to a blended environment, and ensuring accessibility for staff and program participants
  - Oversight of ADP and maintaining communication and data-sharing with payroll processes

- Supervision of a Human Resources Assistant (role pending budget)

### **Facilities**

- Maintain strong relationships and ongoing communication with Site & Program Directors to effectively support infrastructure needs and ensure the highest standards for program delivery
- Provide direction and coaching related to facilities needs that may impact staff and/or program delivery
- In collaboration with the Executive Leadership Team, support the operational execution of potential expansion strategy, to ensure seamless launch of any new sites and/or facilities changes
- Leads the ongoing redesign of organizational infrastructure to reflect a blended (remote and in-person) learning and work environment
- Maintain awareness of changes to regulations mandating space and accessibility (both in person and virtual) in accordance with funder, federal, state, or local mandates
- Supervises site reviews conducted by federal, state, and other officials to assure access to and review of needed materials, lists, inspection certificates, and other items which document compliance to guidelines and regulations. Attends debrief meetings, reviews findings with the Executive Leadership Team, prepares responses as required and works with the site-based team to address any non-compliance

**Key Performance Measures:** Ability to effectively collaborate with other members of the Executive team and program leadership across the organization; contributes to and leads the establishment of processes and internal accountability structures to support hiring and developing talent that is representative of the communities that OBT serves; designs and implements a comprehensive performance management system that extends from recruitment to internal leadership development; ability to navigate and lead through ambiguity; effectively distinguish the important from the urgent, and move strategic work forward; ability to employ a range of communication and facilitation tools to support and engage with individuals and teams across the organization

### **Qualifications:**

Required:

- At least 6 years of progressive experience in talent management, employee relations, workforce planning, compensation, Corporate Social Responsibility and/or Diversity & Inclusion
- Demonstrated progressive leadership in a diverse environment

- Demonstrated experience in building and working within talent management systems that reflect values of diversity, equity, and inclusion
- Strong organizational and project management skills with high attention to detail
- Experience working in an extremely dynamic, fast-paced, results-oriented environment; ability to prioritize and complete multiple projects simultaneously
- Demonstrated ability to facilitate towards goals and outcomes with interdisciplinary and diverse groups
- Professional certification (SHRM-SCP or SPHR)
- Strong/expert understanding of and familiarity with local, state, and federal employment law

Preferred:

- Bachelor's degree or master's degree in human resources, business administration, operations management, education
- Knowledge of a wide range of analytical tools allowing to handle big data volume to analyze trends
- Experience with performance management tools, i.e. Workday
- Proficiency using Salesforce
- Facilities/Operations experience

**Personal Characteristics:**

- Driven by values grounded in equity and economic justice
- High emotional intelligence and emotionally mature team player
- Strong collaborator who values giving and receiving feedback
- Straight-forward with strong work ethic and high integrity
- Evidence-based, adaptable problem solver, thoughtful and demonstrates good judgment and strong decision-making skills
- Approaches work from a coaching stance, in service of building leadership capacity at all levels of the organization

**Salary: Range \$110-120K & full benefits**

To apply, go to <https://obtjobs.typeform.com/to/WlrBXA> Enter Position Code 87R12 when prompted.