



PAUL M. ANGELL

FAMILY FOUNDATION

OPPORTUNITY PROFILE

DIRECTOR OF TALENT AND CULTURE

PREPARED BY
Morten Group, LLC
www.mortengroup.com



INQUIRIES
Geneva Porter
geneva@mortengroup.com

ABOUT THE ORGANIZATION

The mission of the Paul M. Angell Family Foundation (PMAFF) is to advance society through the performing arts, conservation of the world's oceans, and to promote equitable, safe and thriving communities. The PMAFF is entering a time of significant growth and change, with larger grantmaking portfolios and a vibrant team.

Please visit pmangellfamfound.org/about-us for more information.

ABOUT THE OPPORTUNITY

The Director of Talent and Culture (DTC), a newly-created position, will report to the Managing Director as a member of the senior leadership team and will be entrusted to steward a highly skilled team of engaged, prepared and informed staff. The DTC will champion the organization's values and provide human resources, leadership and programming to foster a collaborative and inclusive culture at PMAFF. The DTC will put structures in place to allow all staff members to continually develop in their positions and learn from the communities served, including our grantee partners. This position oversees all HR initiatives including, but not limited to, position design, recruitment, hiring, retention and promotions; budgeting, compensation and benefits strategies; on-boarding, orientation, and exit/transition protocols; employee relations, engagement, policy development and performance management; supervisor training and support; record keeping and compliance; and other core human resource functions.

The DTC works with the leadership team to spearhead human resource solutions designed for onboarding, supporting and retaining staff, while also being a knowledgeable resource for staff members' organizational and professional development goals and needs, while building on their assets. This person will lead the internal diversity, equity, inclusion and belonging (DEIB) efforts at PMAFF to ensure we live up to our values as we pursue our mission.

This is a full-time, exempt, hybrid position located in Chicago, IL.

ESSENTIAL FUNCTIONS

Human Resources (45%)

- Develop the strategic human resources vision and strategy for the organization and ensure execution; serves as the lead over key HR systems including, but not limited to, position design and promotion, talent recruitment, screening and hiring, onboarding, orientation, training and education, performance evaluation, benefits and compensation, employee communications and engagement, appropriate record keeping, adherence to compliance standards, and post-employment functions.
- Ensure compliance with HR legal and regulatory requirements, standards and other relevant HR policies and guidelines. Liaise with outside legal counsel as appropriate.
- Lead the organization in processes, training, and principles as they apply to diversity, equity, inclusion, and belonging, while undoing racism and anti-oppressive frameworks.
- Develop expertise in and grow the HR applications utilized by PMAFF and provide leadership to maximize their utility to the organization and staff; recommend changes and improvements as needed.

Talent and Staff Development (35%)

- Deliver strategies to enhance and maximize talent development, organizational design, succession planning, learning strategies, performance management, and organizational/individual development programs.
- In partnership with senior leadership, develop a schedule of facilitation and coaching to assess individual, team and organizational development needs and conduct or procure specific trainings, coaching, assessments and/or workshops.
- Design and implement equitable and inclusive recruitment and selection processes and evaluation systems that drive the growth and effectiveness of the PMAFF staff.

- Develop and implement all-new hire onboarding programming to ensure that staff members are effective and efficient in their jobs, and that they gain a broad knowledge of PMAFF and the communities we serve.
- Build trust with employees and be an active listener, working to address interpersonal challenges that arise within the organization.
- Lead the future development of a larger HR department and personnel.
- Perform other duties as required.

Culture and Employee Engagement (20%)

- In partnership with the Managing Director and senior leadership team, lead efforts to gather and understand staff input and create actionable steps to further improve our culture.
- Promotes an environment that fosters continual learning and staff who are engaged and energized by the work they do.
- Create compelling, engaging initiatives and learning opportunities that help all staff members experience the benefits of inclusion for themselves, colleagues, PMAFF and the communities we serve.
- May lead, co-lead or support the work of an internal DEIB team.
- Assist with the organizing of foundation-wide staff engagement and other events.

POSITION QUALIFICATIONS

- Be available during normal working hours, 9am – 5pm, Monday-Friday; evening and weekend work needs may occur occasionally with proper notice.
- While performing the duties of this job, the employee is regularly required to talk or hear and use hands to operate equipment such as computers, phones, photocopiers, scanners, filing cabinets. Reasonable accommodation will enable qualified individuals with disabilities to perform the position’s essential functions.

- Be a visionary thinker.
- Communicates with and works effectively with diverse constituencies, personalities, and viewpoints.
- Exhibits awareness of and continuously addresses one's own privileges, biases, and cultural preferences and how they impact their work and relationships.
- Dedicated to an organizational-wide culture of learning.
- Proven ability to coach and mentor individuals and teams with a high level of emotional intelligence.
- Solid judgment, problem-solving aptitude, flexibility, creativity, diplomacy and appreciation for PMAFF's mission and values.
- Ability to communicate and influence at all levels of the organization.
- Demonstrated trustworthiness, credibility, discretion and conflict resolution skills.
- Able to thrive in a rapidly growing organization; achieves goals while dealing with uncertainty and growing pains.

MINIMUM HIRING SPECIFICATIONS

- Bachelor's degree in Human Resources, Organizational Development, or related field (or the equivalent work experience). SPHR or SHRM-SCP certification is a plus, but not required.
- 8-10+ years of progressive experience in human resource administration, with a minimum of 5 years in a senior management role responsible for both strategic and tactical aspects in all areas of human resources.
- Ability to understand and articulate the strategic value of integrated human resource/people processes with a strong business acumen, customer service orientation, excellent diplomacy and influence skills.

- Expertise in all areas of human resource management including diversity, equity, inclusion and belonging, compensation, benefits, policies, employment law, integrated talent management practices, employee relations, recruitment and retention, and professional training and development initiatives.
- Skilled communicator. Excellent written and oral communication skills including the ability to present information to all levels of staff and to the Board of Directors.
- Strong organizational development/design and change management experience with the ability to lead, plan, manage, and implement change.
- Strong employee relations experience; able to coach and educate staff on effectively addressing performance issues and gaps.
- Demonstrated experience designing and implementing effective and respected diversity, equity, inclusion and belonging initiatives.
- Proven track record of building innovative human resources programs integrated with organizational goals and creating and managing performance management processes.

OUR DIVERSITY AND EQUAL OPPORTUNITY CORE VALUE

Paul M. Angell Family Foundation is committed to equal employment opportunity and to compliance with applicable local, state, and federal antidiscrimination laws which prohibit discrimination and harassment against any employees or applicants for employment based on their actual or perceived race, color, religion, age, ancestry, marital status, protective order status, military status, sexual orientation, gender identity, gender expression, work authorization status, pregnancy and the potential or intention to become pregnant, AIDS/HIV status, medical condition, status as a victim of domestic, sexual, gender or criminal violence, certain arrest or criminal history records, lack of a permanent mailing address or a mailing address that is a shelter or social services provider, and use of lawful products outside of work during non-working hours.

We will not tolerate discrimination or harassment based upon these characteristics or any other characteristic protected by applicable federal, state, or local law.

COMPENSATION AND BENEFITS

The position is a salaried, exempt, full-time position with a salary range of \$145,000 to \$175,000 annually, depending on professional and lived experience. Additionally, PMAFF offers a competitive benefits package, including but not limited to medical, vision, and dental insurance, PTO, and holidays.

Currently, the position will function within a hybrid working environment with alternating remote and on-site workdays and may have in-person obligations that grow over time within Chicagoland and beyond with possible travel outside Illinois for in-person meetings, conferences, etc.

While employed in this position, the employee may be required to perform other assignments not listed in this job description. The employee is an employee at will, meaning that either party may terminate the employment relationship at any time by written notice to the other. Nothing in this job description is to be deemed to create a contract of employment for a specific period.

HOW TO APPLY

The Foundation has retained Morten Group, LLC, to conduct this search. Applicants should complete the form available at <https://bit.ly/pmaff-dtc>, including the submission of a cover letter and resume in PDF format by the best consideration date of **Friday, March 1, 2024**. Cover letters will be evaluated as a writing sample.

Due to the anticipated number of applicants, only those applications considered for a screening will be contacted.