



Position Description

Title: Director of Talent and Culture	Hours: Full-Time
Department: Operations	Classification: Exempt
Reports to: Sr. VP of Strategy & COO	Date: October 2018

Position Overview:

The Director of Talent and Culture provides leadership and programming to foster a collaborative and inclusive culture at The Minneapolis Foundation, a workplace with people who have diverse backgrounds, viewpoints and experiences. The Director works with the President/CEO and senior leadership team to help staff members continually develop in their jobs, learn from the communities we serve and contribute in a high-performing environment.

Responsibilities:

Talent and Staff Development

- Maintain a schedule of facilitation and coaching with leadership and managers to assess individual, team and organizational development needs and conduct or procure specific trainings, assessments and/or workshops.
- Build a talent pipeline strategy by partnering with local organizations and educational institutions that are working with communities that are underrepresented in philanthropy.
- Design and implement inclusive recruitment and selection processes and evaluation systems that drive the growth and effectiveness of the Foundation's 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 the Foundation and the communities we serve.

Culture and Employee Engagement

- In partnership with the President/CEO and senior leadership team, lead efforts to gather and understand staff input and create actionable steps to further improve our culture, creating 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, the Foundation and the communities we serve.
- Organize organization-wide staff engagement and volunteer events.

Human Resources

- Work with the Board's Compensation Committee to conduct executive compensation studies and performance reviews of the President/CEO.
- Manage market competitiveness assessments and recommend compensation strategies that invest in current staff, attract new talent and retain strong teams.
- Build trust with employees and be an active listener and effective solver of people issues.
- Collaborate with the Foundation's finance department and HRIS/Benefit/Payroll Specialist on the transactional elements of Human Resources, including payroll, compensation and benefit administration.

- Ensure compliance with HR legal and regulatory requirements, standards and other relevant HR policies and guidelines. Liaise with outside legal counsel as appropriate.

Leadership

- Serve on the Foundation's Operations team. Contribute to the Foundation's strategic planning process and annual operational workplan and budgets.
- Lead the Foundation's reception services and daily facilities management.
- May lead, co-lead or support the work of the internal Diversity/Equity/Inclusion team.
- Represent the Foundation at conferences and in the community to build relationships and awareness of our brand and culture.

Qualifications for Success:

- 10+ years' experience in a leadership role with considerable knowledge of principles and practices of the human resources field, including compensation, benefits, employee relations, recruitment and selection, training and development, performance management, employment law and compliance.
- Strategic, cross-functional thinker with a strong bias for action and implementation.
- 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 the Foundation's mission and values.
- Ability to communicate and influence at all levels of the organization.
- Demonstrated trustworthiness, credibility, discretion and conflict resolution skills.
- Certified coach or certification in Myers-Briggs, StrengthsFinder, Intercultural Development Inventory (IDI) or other assessments a plus.