Position Overview:
The Chief People and Culture Officer will drive the development and implementation of all strategic Human Resources initiatives; oversee all Human Resources operations; and bring a strong culture including Diversity, Equity, and Inclusion. The Chief People and Culture Officer will lead, develop, and implement employee-related programs and workplace culture initiatives that increase our organization’s capacity and capability, while improving staff wellbeing and growth. This role will drive our workplace culture to inspire, motivate and engage our growing staff. The Chief People and Culture Officer will collaborate with the Senior Leadership Team to drive cross functional and organizational success as a resource for both the employee and the organization. This position acts as a strategic advisor to senior leadership on a variety of issues, including employee relations, leadership development and talent management. The Chief People and Culture Officer will drive compliance efforts and partner with the Human Resources staff to ensure the organization staffing, and retention efforts strongly embrace Diversity, Equity, and Inclusion initiatives.

Essential Job Functions:

People
- Collaborates with and influences leaders to prioritize strategic people initiatives and solutions that accelerate the achievement of organizational goals through talent management, diversity and inclusion, rewards and recognition, and organizational effectiveness.
- Develops and executes resourcing and talent strategy for all positions to ensure organizational success.
- Oversee the identification and research of key human resource issues and create innovative people focused strategies that align with business strategies.
- Establish human resource objectives consistent with organizational mission, strategy and goals including staff planning, total compensation, engagement, culture, and professional development plan design and implementation.
- Work with organization leaders to create sustainable staff development plans for departments and future leaders.
- Oversee hiring, staffing, compensation, benefits, training, employee development, record keeping, employee relations, and retention.
- Proactively engage employees to improve working relationships, build morale and increase productivity and retention.
- Lead the design and development of staff training and assist managers in identifying needs and creating training plans for their teams in alignment with strategic goals.
- Improve, administer, and ensure compliance of human resources policies and practices.
• Lead and inspire HR staff as they deliver excellence to the organization.
• Act as liaison to the Board Governance and Executive Committee.

Culture
• Lead the design and implementation of initiatives which will enhance the community, culture, and performance of the organization.
• Support Senior Leadership Team by providing strategic workplace culture leadership through advice and counsel.
• Proactively offers coaching, counseling, and guidance to all staff regarding workplace environment.
• Actively promotes and supports the commitment to diversity and equity throughout the organization. Champion an inclusive and supportive culture which recognizes the unique value that each individual brings.
• Identify, understand, and navigate the nuance of both HR and DEI while respecting the principles of both practices.

Qualifications:
• Bachelor’s degree in human resources, Business Administration or related field or equivalent combination of education and work experience.
• Minimum ten (10) years increasingly responsible human resources generalist experience with at least three (3) years of management level experience.
• High level of integrity and discretion.
• Strong knowledge of employment laws, and other federal, state, and local laws and regulations.
• Experience in developing and implementation of plans/programs to strengthen culture and engagement.
• Experience in real estate development, construction and/or retail preferred.
• Excellent writing, verbal, and presentation skills.
• Personal commitment to the mission of Habitat for Humanity Seattle-King County.
• Experience in non-profit environments highly desirable, including experience working with a board of directors.

Language Skills: Ability to read, analyze, and interpret common business documents, financial reports, and legal documents. Ability to respond to common inquiries or complaints from managers, employees, and external parties. Ability to effectively present information to top management and board of directors.

Math Skills: Ability to apply concepts of basic algebra and geometry.

Reasoning Ability: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills: Strong computer skills, including spreadsheets, word processing, presentations, and email. Proficiency with computer usage, especially Microsoft Word, Excel, Outlook, and PowerPoint. Experience with Human Resource Information Systems (HRIS).
Physical Requirements:
The physical requirements described here must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel.
- Able to lift at least 40lbs.
- The employee is required to talk and must be able to read.
- The employee is occasionally required to reach with hands and arms.
- Specific vision abilities required by this job include close vision and ability to adjust focus.
- Extensive keyboarding is required.
- Sit/work at a computer laptop for extended periods of time.
- The noise level in the work environment is usually moderate consisting of usual business office sounds including but not limited to computers, printers, telephones, and light foot traffic.

Benefits
Benefits package to include generous vacation/sick leave, medical/dental/vision insurance, short/long term disability, life insurance, and retirement account with employer matching and professional development program.

Habitat for Humanity of Seattle-King & Kittitas Counties is firmly committed to a policy of equal employment opportunity (EEO) and will provide such opportunities to all qualified persons without regard to sex, race, age, color, religion, mental or physical disability, national origin, sexual orientation, gender identity and expression, and/or military status, or any other characteristic protected by law.

Statement of Commitment on Diversity, Equity, and Inclusion
At Habitat for Humanity Seattle-King & Kittitas Counties, we build hope for all by tearing down barriers to affordable housing. Our commitment to diversity, equity and inclusion is unwavering.

We have a deep love of humanity and embrace all our differences including race, religion, background or identity.

We act to remove systemic barriers to sustainable, affordable homeownership through advocacy and equity by providing education on housing issues and inequities for public policy makers and eliminating systemic inequities in our policies and practices. We empower our homeowners through education.

We bring people together, leveraging our differences to achieve our mission in our workplaces, building sites, stores, and in our homes.

We build communities where everyone feels a sense of belonging. Our support does not stop when a homeowner receives their keys.

We provide hope by eliminating disparities in home ownership.
We are working with an Executive Search firm to recruit for this position. Candidates applying can do so by sending cover letter and resume to HR@habitatskc.org to be forwarded to HR Talent Source, Inc to be screened directly.