The national office of Girls Inc. is recruiting for its first Chief People & Culture Officer. This newly created leadership role is intended to act as a catalyst to help us reimagine our ways of working and to breathe life into our new strategic plan. Understanding that our people are at the heart of everything we do, this newly created role will be focused on three critical priorities:

- Building people related processes, systems and structures to enable the critical work of the national office
- Leading the way with the senior management team to forge a culture that supports innovation, sustainability and resilience and reflects our deep value for diversity, equity & inclusion
- Creating and stewarding a leadership framework to ensure that Girls Inc. continually refreshes our capacity to engage our people, face into our challenges and achieve our aspirations

The ideal candidate for this role will be a seasoned HR leader with significant generalist experience as well as expertise in Talent Management and/or Organization Development/Effectiveness. You will need to bring energy and enthusiasm with contemporary practices and fresh ideas to help us examine our processes and culture to support the amazing Girls Inc. staff and improve in ways that enrich our work lives and enhance effectiveness across the system. A strong HR generalist background with solid organization effectiveness, cultural change and coaching skills is required. We are looking for someone with a sophisticated skills set, strategic mind, the willingness to perform day-to-day HR operations with “rolled up sleeves” and have regular interaction with staff at all levels across the organization.

The preferred location for this role is Indianapolis, IN, based in our largest office. However, the role could also be based at other key locations (DC, NYC).

ABOUT THE ORGANIZATION
Girls Inc. was founded in 1864 to serve girls and young women who were experiencing upheaval in the aftermath of the Civil War. Across the decades, we adapted to meet the specific challenges facing girls and young women, always working in partnership with schools and communities, and guided by our founders’ fundamental belief in the inherent potential of each girl.

Today, we are a 501(c)(3) nonprofit organization that encourages all girls to be “Strong, Smart, and Bold” through direct service and advocacy. Through our affiliate network of 78 local Girls Inc. nonprofit organizations, we serve more than 135,000 girls ages 5-18 at more than 1,500 sites in 350 cities across the United States and Canada.

The national office, with a small footprint of 3 offices (NYC, DC and Indianapolis) and about 50 employees, serves as the nexus of the Girls Inc. network, providing services to our affiliates (e.g. training, standard-setting and research & evaluation) and focusing on strategy development, resource development, policy and advocacy.

OUR MISSION IS TO INSPIRE ALL GIRLS TO BE STRONG, SMART, AND BOLD

Our vision remains constant: a world in which every girl values her whole self, discovers her inherent strengths, and achieves her goals.
GIRLS INC.
CHIEF PEOPLE & CULTURE OFFICER

JOB SUMMARY
The Chief People & Culture Officer provides strategic leadership for the human resources function including Talent Management, Diversity, Equity & Inclusion, Organization Effectiveness (including culture, change and transformation), Employee Relations, Workplace Policies and Practices, Compensation & Benefits, HRIS and Employee Communications. This position reports to the President & CEO and is a key member of the senior management team.

Leading the People & Culture team, which includes the Director of Diversity, Equity & Inclusion (DEI) and the Human Resources Administrator, the CPCO is accountable for day-to-day operations and leadership of the human resources function with a strong focus on establishing solid foundational practices to enhance the employee experience. Leading the evolution of the people function will require strong skills in Talent Management, Diversity, Equity & Inclusion, Organization Effectiveness (including culture, change and transformation), Employee Relations, Workplace Policies and Practices, Compensation & Benefits, Human Resources Information Systems and Employee Communications.

PRIMARY RESPONSIBILITIES AND ESSENTIAL FUNCTIONS:

- Oversees day-to-day HR administration and operations related to Compensation (strategy and administration), Benefits, Talent Acquisition, and the full range of Talent Management to include Performance Management, Human Capital Planning, Learning and Development;

- Leads and develops the HR team to audit and enhance foundational Human Resources policies, practices, processes, tools and systems to optimize overall organization effectiveness and enhance the employee experience; ensures Girls Inc. is compliant with all applicable federal, state and local laws related to people;

- Provides leadership and guidance to the Director of Diversity, Equity & Inclusion (DEI) to identify opportunities, develop plans and implement impactful solutions;

- Focuses on building a strong culture to align with well-articulated Girls Inc. values with a keen eye on creating and sustaining staff engagement; leads organization in building foundational organizational capacities in areas such as accountability, trust and collaboration; examines process elements, such as decision-making protocols, to clarify, communicate roles and manage expectations;

- In collaboration with management team, anticipates future organization talent needs to build internal bench-strength and prepare robust talent pipelines. Activity will include development planning, developing job ladders, succession planning, talent development forums, staffing strategies, and other talent management processes;

- Serves as trusted business partner and advisor to the president & CEO, senior management team and all managers; providing counsel for common-sense, realistic interventions;

- Establishes, tracks and reports people related metrics, including indicators of employee engagement and progress against strategic priorities.
EDUCATION & EXPERIENCE

- BS/BA degree; graduate degree preferred
- At least 10 years of comprehensive human resources experience to include at least 5 years as a HR generalist; specific experience leading and developing teams and proven impact as a Human Resources Business Partner strongly preferred
- Experience leading substantial projects and organization-wide initiatives

CRITICAL COMPETENCIES: THE SUCCESSFUL CANDIDATE WILL HAVE

- Demonstrated HR functional leadership and subject matter expertise to effectively align resources to deliver results; ability to link business strategies to talent needs and translate these into practical and actionable plans; strong business thinker who understands the importance of employee engagement and how to manage it.
- High emotional intelligence with the ability to bring the “people perspective” into the conversation for the management team to consider; strong awareness of optics of decision making with the ability to weigh and communicate risks and rewards.
- Process improvement orientation to encourage innovation and optimize Girls Inc.’s effectiveness and maximize investment of resources.
- Grounding in all aspects of contemporary HR principles and practices; current knowledge of employment law; excellent employee relations management skills.
- Deep appreciation and understanding of Diversity, Equity and Inclusion and how it intersects with our work.
- Well-developed empathy to deliver tough feedback with compassion; ability to challenge assumptions and conventional wisdom with specific, supported, reasoned proposals.
- Ability to hold people accountable and lead by example. Must be willing stand strong in the face of adversity to hold the organization’s leaders and people accountable for behaviors by holding an objective mirror.
- Well-developed presence and impact to inspire confidence; strong communication skills, to include writing and presentation skills; demonstrated success with story-telling is preferred. Must be excellent facilitator with deep listening skills.
- Ability to manage the healthy tension between a values-first approach and pragmatic business realities.
- Natural collaborator, trust-builder and influencer with well-developed consulting skills, including providing executive advice, coaching and counsel.
- Experience in designing, developing, and supporting organization-wide talent management programs that cover performance management, talent development and movement, coaching, talent and succession planning, and metrics.
GIRLS INC.
CHIEF PEOPLE & CULTURE OFFICER

LOCATION
Indianapolis preferred; secondary options are NYC or DC metro area (in that order). Other location negotiable.

SALARY & BENEFITS
Minimum $130K; commensurate with breadth of role and candidate experience. Will be somewhat influenced by the location. Girls Inc. offers a robust, competitive benefits package.

TRAVEL
10 – 25% travel depending upon location and business need.

HOW TO APPLY
Interested applicants should send a resume including a cover letter to: CPCO@girlsinc.org.

EQUAL OPPORTUNITY EMPLOYMENT
At Girls Inc., employment is based upon one’s capabilities and qualifications. It is the policy of Girls Inc. to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, sex, religion, national origin, citizenship, pregnancy, sexual orientation, gender identity, age, disability, genetic information, military status and political belief or any other protected characteristic as protected by law. Girls Inc. prohibits and will not tolerate any such discrimination or harassment by supervisors or employees. Girls Inc. will not tolerate harassment of our employees by anyone, including vendors.

The policy of Equal Employment Opportunity and non-discrimination applies to all policies and procedures relating to recruitment, hiring, training, evaluation, promotion, compensation, benefits, transfer, layoff, termination and all other privileges and conditions of employment.

To learn more about equal opportunity, diversity, equity and inclusion at Girls Inc., visit girlsinc.org/employment-opportunities