



PHILANTHROPY NORTHWEST

Director, People & Operations

*Hybrid position based in Alaska, Idaho, Montana, Oregon, Wyoming,
or Washington with periodic in-person presence at HQ in Seattle.*

Annual salary range - \$110,000 - \$130,000

**Many missions.
One community.
United for change.**



ABOUT PHILANTHROPY NORTHWEST

For nearly 50 years, Philanthropy Northwest has served as a community, trusted partner, and peer collective committed to transforming ourselves and the sector. Working side-by-side with philanthropic partners in Alaska, Idaho, Montana, Oregon, Washington, Wyoming and beyond, we catalyze change towards equity and racial justice that endures and resonates far beyond the scope of individual initiatives.

OUR APPROACH

Through the synergy of people, organizations, and our ecosystem, we catalyze positive and enduring transformations.

- **People:** Transformation starts from within, and it doesn't happen in isolation. We create opportunities for personal reflection, learning and growth strengthened by the power of peer support.
- **Organizations:** The daily actions, interactions, and structures within which we operate matter. We build organizational capabilities to adopt equity-centered cultures, practices, and policies across all levels of philanthropic organizations.

We are home to [The Giving Practice](#), a national consultancy committed to joyful, effective, and equitable philanthropy. The Giving Practice team supports philanthropy organizations like yours in discovering your possibilities, living your values, and achieving your goals.

- **Ecosystem:** Our greatest potential as philanthropic organizations lies within our interconnectedness and ability to move sector and structural societal progress together. We nurture collaboration and leverage the power of the collective to advocate for and create a resilient ecosystem capable of driving sustainable solutions.

Our mission, values, and vision are anchored in the belief that meaningful impact emerges when philanthropy supports grantee partners to self-determine and drive change for their communities.

To learn more about Philanthropy Northwest's Mission, Vision, and Values [click here](#).



THE ROLE

Philanthropy Northwest seeks a dynamic and experienced professional to join our team as a Director of People and Operations. In this pivotal role, you will champion equity-centered people management through strategic and inclusive human resources practices and streamlined and efficient operations. This role oversees the entire employee lifecycle, including talent acquisition and onboarding, employee learning and development, performance management, and separation. Working closely with the Leadership team, the Director plays a pivotal role in shaping our organizational culture to reflect our commitment to racial equity, social justice, and strong performance. The ideal candidate will foster an environment of belonging and growth, ensuring that our workforce thrives in a supportive and inclusive atmosphere. And while each day will be unique, the incoming Director should plan to focus their energies on the following priorities:

People Practices and Talent Management

- Serve as the primary knowledge expert and lead all aspects of our people practice/human resources, including:
 - Ensuring all practices and processes reflect our values of racial equity and social justice.
 - Serving as point person for HR compliance and staying up to date on federal and state laws/regulations affecting human resource management.
 - Maintaining and updating employee handbook, personnel files, and HRIS for consistent implementation.
 - Managing recruitment, hiring, onboarding, and employee transitions.
 - Overseeing and continually developing employee total compensation that ensures cost effectiveness, market competitiveness and internal equity among employees.
 - Administering benefits programs and serving as primary contact with providers including group health and life, workers' compensation, unemployment, and retirement plans.
 - Mediating employee relations, as needed.
 - Facilitating collaborative discussions between supervisors and employees to foster individual professional development and a learning culture. Provide guidance and support to employees in setting meaningful goals and developing skills relevant to their roles.
 - Providing day-to-day performance management guidance to supervisors (e.g., coaching, counseling, career development).
- Oversee and coordinate with appropriate staff and implement employee events, such as training, retreats, enterprise-wide staff meetings, and annual holiday gathering.
- In collaboration with VP, People, Finance and Operations and the leadership team, promote focus on racial equity, social justice, employee learning and engagement.



- Oversee ongoing performance management systems; train and coach supervisors in supervisory skills, including giving/receiving feedback, coaching, performance reviews and work planning.
- Develop essential analytics to monitor critical workforce indicators and regularly report on them.
- Strategize organizational development practices to foster healthy growth and engagement.
- Participate in PNW's internal DEI committee to explore and develop practices that foster an inclusive work environment.

Technology and Office Infrastructure

- Oversee office infrastructure including both the physical and virtual workplace; ensure all employees have the hardware and software they need to work productively.
- Partner with the operations manager to ensure maintenance and integrity of technology and collaboration platforms and tools, including outsourced IT support vendor.
- Oversee the purchase and maintenance of new and/or upgraded equipment and ensure vendors of capital equipment are efficient and meeting our needs.
- Ensure all operational systems and procedures are up-to-date and managed smoothly and effectively.
- Apply a DEI lens in the selection and retention of all vendors.

Special Projects and Supervisory Responsibility

- Manage personnel matters of PNW's fiscal sponsorships. Serve as project manager for special initiatives, as needed.
- Mentor and supervise the Manager, Office and Operations to ensure strong operational, technological, and cultural health, with systems that are efficient, easy to use, and at scale for our needs.
- Provide guidance and accountability for team members' workplans, tracking and advancing annual goals, and offering essential support for their success.
- Support team members' career development by identifying strengths and interests to co-create growth opportunities, including training and other relevant resources.
- Engage in enterprise-wide activities and team building, including staff meetings, peer coaching, learning and development, annual conference, staff committees and other enterprise events throughout the year.



WHAT YOU BRING

Philanthropy Northwest is committed to expanding a diverse, equitable, and inclusive community. Research shows that communities of color, women, trans, and gender non-conforming people, immigrants, people with disabilities, and other marginalized candidates are less likely to apply to a job unless they meet all the qualifications listed. If you meet *some* of the key requirements below, and you are passionate about our mission, we encourage you to apply and look forward to learning more about you soon.

Candidates will be evaluated on the full range of their lived and learned experience and core competencies, including:

- A minimum of 8 years of progressively responsible experience in human resources, with at least three years serving in a Senior HR role.
- In-depth knowledge of Federal, State, and regional employment laws with the ability to translate them into effective employee policies.
- Demonstrated ability to collaborate effectively with diverse stakeholders.
- Experience and understanding of the philanthropy and/or nonprofit sector, particularly in areas such as racial equity, social justice, and advocacy.
- Strong interpersonal skills with a proven ability to build relationships and trust with employees.
- Familiarity with HRIS systems and proficiency in data analysis for HR decision-making.
- Experience leading diversity, equity, and inclusion initiatives within an organization or team.
- Proven project management skills with exceptional organization and attention to detail.
- Proficient in facilitating both in-person and virtual meetings.
- Excellent oral, written, and online communication skills.
- Ability to adapt to ambiguity, shifting priorities, and fast-paced environments.

PREFERRED QUALIFICATIONS

- SHRM certification (SHRM-CP or SHRM-SCP) desired.
- Proficiency in organizational development, change management, and workforce planning.
- Excellent conflict resolution skills with a thoughtful and mediation approach.
- Track record of implementing effective employee engagement initiatives.
- Strong analytical and problem-solving skills.
- Demonstrated commitment to ongoing professional development and learning.



- Knowledge and experience with organizational development, change management, and workforce planning.
- Comfort managing conflict with thoughtful mediation skills.
- Inquisitive and curious orientation; flexible with a get-it-done spirit, and the ability to thrive in a fast-paced environment with many moving parts.

SALARY AND BENEFITS

The annual compensation for a full-time position includes a package of benefits consisting of medical, dental, retirement contribution by employer (6% of salary and additional up to 2% dollar to dollar match (up to \$1,800/year) to employee contribution), professional development paid holidays and generous vacation policy, and flexible schedule. Annual salary range is \$110,000-\$130,000 depending on experience.

HOW TO APPLY

This role will remain open until we find the right match, however, priority will be given to applications received before May 3, 2024. To be considered, please submit a cover letter addressed to Rachel Jackson and a resume as a single file at [chrisannonconsulting.com](mailto:chris@chrisannonconsulting.com).

You may direct questions or make referrals to Chris Cannon at chris@chrisannonconsulting.com or at 206.899.7289.

**COVID-19 vaccinations are mandated at Philanthropy Northwest. We will reasonably accommodate those individuals with medical conditions and/or religious beliefs that prevent them from obtaining the vaccine.

