



Job Title: MANAGING DIRECTOR OF HUMAN RESOURCES

Reports To: COO

Status: This position is full-time, exempt, and requires a minimum of one day per week onsite

Location: Oakland, CA

Salary: \$165K--\$175K

Department: Human Resources

About the East Bay Community Foundation

Founded in 1928, EBCF is one of the nation's first community foundations. Named the country's "boldest" community foundation in 2019 by Inside Philanthropy, EBCF is committed to advancing an inclusive, fair, and just East Bay through four core program strategies:

- **Arts and Culture for Social and Racial Justice:** Storytelling, the arts, and cultural practices have always been important tools for survival, healing, and resistance. These creative expressions build community resilience and power and give voice, agency, and visibility to communities most harmed by oppression.
- **Capacity Building with a Racial Equity Lens:** EBCF is helping to strengthen organizations and the people who lead them, working to change systems in communities that have historically received little support. We want to ensure that organizations have the sustained investments and resources they need to eradicate systemic and institutional racism.
- **Community Organizing, Power Building, and Movement Building:** We believe that social movements led by communities most impacted by injustice are the most effective drivers of change. We resource BIPOC-led and serving power-building organizations
- **Fostering Inclusive Economic Models:** We address racial and economic inequities in our region through work in three areas— entrepreneurship & business ownership as pathways to wealth building; workers' rights and protections; and impact investing.

With a geographic focus on Alameda and Contra Costa counties, EBCF works so that everyone has the economic freedom to dream, heal, and belong. We advance our work through leadership, grantmaking, impact investing, and building solidarity between donors and community. We commit to deploying all our resources in service of our mission and pushing beyond industry norms to offer uniquely impactful opportunities for our fund advisers to build A Just East Bay for all. EBCF manages more than 500 funds, with total assets in excess of \$600M. These funds include donor-advised scholarships, field of interest, supporting organizations, and agency endowments.

Joining EBCF means a commitment to advancing racial equity and transforming political, social, and economic realities. We will do this by creating spaces that center joy and opportunities for dreaming and reimagining a future for all who call the East Bay home to have the freedom to thrive for generations to come.

For more information on the East Bay Community Foundation, please visit ebcf.org.



About the Opportunity

East Bay Community Foundation seeks a bold, equity-centered, and relationship-oriented leader to join our Senior Leadership Team as the Managing Director of Human Resources.

This senior-level position will lead the organization's human resources with high emotional intelligence, proactivity, and trust. The Managing Director of HR & is a strategic thought partner to the President & CEO, COO, and leadership team, and will promote staff engagement, internal equity, performance management, and a culture of wellness and belonging. The Managing Director of HR will work collaboratively with other leaders across the foundation to formalize key policies and practices that align with EBCF's values, mitigate organizational risk, and foster the professional development of staff.

Essential Duties & Responsibilities

Human Resources Policies and Compliance

- Lead all HR functions, including employee relations, performance management, and leadership development, to build a culture of equity and belonging, support high morale, and ensure a positive employee experience.
- Ensure EBCF complies with contemporary HR practices for functions such as recruitment, onboarding, retention, offboarding, benefits, compensation, and workplace safety policies and procedures (including COVID-19) by using data to diagnose problems and develop and implement policies and practices.
- Work with the Finance team to manage relationships with EBCF's Professional Employer Organization (PEO) to manage payroll and obtain and provide competitive and cost-effective employee benefits plans and programs while working collaboratively with our CFO.
- Partner with the COO to align strategic priorities and critical people policies and functions across the organization, including talent development, organizational development, and change management plans.

Culture and Community

- Partner with the leadership team to enable the overall success of all-staff meetings as part of cultivating a collegial, collaborative work environment.
- Build a robust team-based environment that enables ongoing collaboration with healthy accountability up, down, and across the organization.
- Advise leadership and culture-focused work groups (e.g., "Culture Crew") on recommendations relating to culture initiatives and help implement them.
- Partner with the leadership team in shaping and operationalizing "Culture Plan(s)" through activities, such as staff engagement, training, professional development, values and goal alignment, etc.

Learning and Development

- In partnership with other leaders and people managers, create systems and processes that enable staff at all levels in the organization to continue to learn, grow, develop, and adapt.
- Strengthen the capacity of managers throughout the organization to lead more effectively, providing coaching and guidance.
- Provide strategic partnerships to offer racial equity learning opportunities across the foundation.
- Ensure staff-wide communications about people, culture, and equity, are clear, engaging, and values-aligned.
- Establish, review, and modify policies, practices/procedures, and systems and lead the development of an equity-centered performance management process that centers supervisory training for people managers and designing differentiated staff support and training opportunities.

What You'll Bring to the Table:

- At least 7-10 years of human resources experience, inclusive of senior leadership, is required, preferably within philanthropic and/or nonprofit settings.
- Demonstrated ability to plan and think strategically; set and achieve realistic goals and objectives; balance multiple priorities; and leverage data/evidence to inform decision-making with excellent attention to detail and follow through.
- Experience building, managing, training, and driving a high-performance culture centering organizational values and employee engagement with care, kindness, integrity, and creativity.
- Demonstrated experience with racial justice practices and policies within an organization.
- Ability to maintain confidentiality and utilize sound judgment and discretion when handling sensitive and confidential information and situations.
- Excellent written and oral communication skills, listening skills, ability to facilitate challenging conversations, and judgment, in communicating within a variety of settings across a variety of global cultures.
- Knowledge of best practices for communication in virtual/hybrid environments and/or a global workforce and experience in conflict resolution a plus.
- Direct experience or interest in managing staff resources inclusive of a conference center and operations of a people-centered office environment.
- Comfort with technology, including selecting, learning, and implementing new technologies that enhance systems and culture.
- Knowledge of California employment law required with knowledge of or aptitude to learn applicable laws in other states a plus.
- Professional in Human Resources (PHR) or SHRM-CP certification is strongly preferred.



Salary and Benefits:

The salary range for this position is \$165,000 - \$175,000.

EBCF offers a comprehensive benefits package including medical, dental, and vision insurance, a 401k retirement savings plan with a 5% employee match after 3 months of employment, and generous vacation time.

About the Application Process

To apply, please email a combined PDF or Microsoft Word File of a cover letter and resume to jobs@eastbaycf.org. Please use the subject line: **EBCF Managing Director of Human Resources**. Applications will be reviewed as they are received.

The East Bay Community Foundation (EBCF) is an equal-opportunity employer committed to racial justice and equity. EBCF does not discriminate in employment opportunities or practices on the basis of race, ethnicity, religion, national origin, age, sex, sexual orientation, marital status, disability, or any other characteristic protected by law and is an employment-at-will organization. The Foundation welcomes and encourages people of color, women, LGBTQIA+ people, and members of other historically disenfranchised groups to apply.