POSITION PROFILE

Head of People and Culture
Foundation for a Just Society (FJS)
New York, NY
Foundation for a Just Society (FJS) envisions a world where all people are equally valued and lead self-determined lives. FJS advances the rights of women, girls, and LGBTQI people and promotes gender and racial justice by ensuring those most affected by injustice have the resources they need to cultivate the leadership and solutions that transform our world.

FJS makes grants to local, national, regional, and global organizations and networks with an emphasis on Francophone West Africa, Mesoamerica, South and Southeast Asia, and the US Southeast. FJS supports efforts that advance long-term, structural change and meet immediate needs that enable women, girls, and LGBTQI people most affected by injustice to be leaders, strategists, and agents of change.

LEARN MORE:

fjs.org
THE OPPORTUNITY

Foundation for a Just Society is seeking a Head of People and Culture to provide strategic leadership and hands-on solutions in response to community and culture needs throughout the organization. This is a new position that will report to the Chief Financial Officer with a dotted line to the Chief Executive Officer and be a close advisor and thought partner to FJS’s management team. The Head of People and Culture will be responsible for overseeing the HR generalist, and providing leadership and support to ensure that FJS’s internal practices and protocols reflect the values of the organization and center anti-racism, gender justice, and individual and collective care.

The position will build on the Foundation’s commitment to diversity, equity, and inclusion, and promote a culture in which everyone feels welcomed and valued. Additionally, the position will lead and support cross-organizational projects and initiatives which embed FJS’s values and mission into the workplace culture of the Foundation. The Head of People and Culture will work collaboratively across all levels of the organization to develop and implement plans to attract, develop, and retain qualified and diverse staff members across the Foundation.

The ideal candidate will have a strategic and positive mindset with a demonstrated passion for people development and building a positive, engaged, and equitable work culture. They will be proactive, transparent, and skilled at building authentic relationships. They will be a confident leader with demonstrated experience collecting and synthesizing input from stakeholders, identifying opportunities for improvement, proposing creative and pragmatic solutions, and thoughtfully designing process rollouts through a change management lens. They will have experience, and a commitment to, working with people from a variety of backgrounds, including different ethnic, racial, and socio-economic backgrounds and the LGBTQI community.
THE OPPORTUNITY

Key responsibilities include, but are not limited to:

• Create programs (and refine existing ones) to grow and develop the Foundation’s team in ways that are inclusive, engaging, empowering, and creative

• Develop or oversee culture, learning, and organizational development initiatives that reflect FJS’s mission, values, and strategic priorities, including through participation in organization-wide working groups (e.g., the culture committee)

• Support ongoing processes around disability inclusion, gender and racial equity and organizational development, including an equity-focused compensation review

• Create spaces and platforms for staff to share needs, concerns, and ideas. Solicit feedback from team members on a regular basis and maintain a pulse on the team’s feelings and needs

• Provide people and culture advice and counsel to the management team, including support with prioritizing potential initiatives and projects, and centering individual and collective care

• In collaboration with the HR generalist, provide advice, guidance, coaching, and mentorship to managers and employees to cultivate effective employee relationships and performance management, supporting managers in creating development plans and growth opportunities for employees at all levels

• Advise and support the management team on organizational development and improvement of culture related internal communications

• Advise and partner with the CEO to develop and implement progressive policies and practices in diverse contexts
CANDIDATE PROFILE

Successful candidates will demonstrate People and Culture expertise as well as exceptional communications, coaching, facilitation, project management, and relationship building skills. They will be excited about applying all these skills in a fast-growing, mission-based organization that is committed to diversity, equity, inclusion, justice, and catalyzing action to advance the rights of women, girls, and LGBTQI people and promotes gender and racial justice. The ideal candidate will be a confident leader with demonstrated experience collecting and synthesizing input from team members, identifying opportunities for improvement, proposing creative and pragmatic solutions, and thoughtfully designing process rollouts through a change management lens.

While it is understood that no candidate will offer every desired skill and characteristic, the following offers a detailed, aspirational view of the ideal candidate profile.

VALUES ALIGNMENT AND PASSION FOR THE MISSION

- Demonstrate authenticity, openness to embrace radical candor, strong collaboration and listening skills
- Possess a genuine passion for FJS’s mission and vision, understanding what motivates FJS’s talented staff to bring their best to what they do
- They will lead by example, understanding that at times, empathy is an essential quality and have an eye consistently focused on the future and how to best adapt the organization to its changing environment
- This leader will foster growth in the internal culture, and they will have a collaborative spirit and a sense of humor
- The Head of People and Culture will be a trusted advisor and excellent listener
- The Head of People and Culture will bring a proven track record of building, leading, and/or developing a progressive community and culture

CONTINUOUS IMPROVEMENT AND CHANGE MANAGEMENT

- Experience developing an environment of collaboration, transparency, and respect by strengthening working relationships between departments as well as team members and helping to identify and resolve work conflicts
- Experience as a strategic partner to the Leadership Team, proactively identifying opportunities for improvement and designing and implementing solutions across all HR areas in order to build engagement and employee satisfaction
- Demonstrated success in developing, implementing, and continuously evaluating HR policies and systems that support the mission and values of the organization and adhere with all relevant legal and regulatory requirements
CANDIDATE PROFILE

PEOPLE AND RELATIONSHIP MANAGEMENT

• They will have the proven ability to establish and implement progressive systems and structures designed to support the development and engagement of staff and overall organizational goals
• Provide guidance and leadership to the HR generalist and build a strong HR team
• They will be an experienced professional with a strong expertise and background in staff development and talent management strategies
• Assist with resolution of staffing issues, compensation, and benefits questions, concerns, and issues
• Ability to inspire a culture of innovation, execution, collaboration, learning, accountability, positivity, and fun
• Build and sustain open, collaborative relationships with a diverse range of internal and external stakeholders by leading with compassion, respect, and professional maturity
• Create structure and space for difficult HR-related conversations by developing an atmosphere of trust and confidentiality

BOLSTER A DIVERSE AND INCLUSIVE CULTURE

• Promote diversity, equity, inclusion, and justice by ensuring a safe and inclusive working environment, infusing these values throughout their work and partnering with managers to champion the same efforts
• Serve as a strong systems and culture carrier for the organization and encourage thoughtful communication and best practices in the Foundation’s work
• Capable of developing progressive policies and practices and tracking trends in the HR market
• Bring an intersectional lens to the work being done internally and externally
• Ability to motivate and engage team members by ensuring that HR practices and internal cultures are aligned with and reflect core values and mission
ESSENTIAL DUTIES AND RESPONSIBILITIES

Requirements

• Strong understanding of racial and gender justice and experience applying these equity practices to organizational development. This includes a demonstrated ability and commitment to an equitable and inclusive work environment

• Demonstrated ability to navigate ambiguity and take initiative to work through problems and issues in a collaborative, proactive, and creative manner

• Focused on learning. Open to ideas of others and takes active steps to improve on and enhance own professional skills and remain knowledgeable about HR trends and best practices

• Hands on HR experience and experience working with global teams is an asset

• Eligibility to work in the United States
COMPENSATION & BENEFITS

Salary range is $150,480-$188,100, depending on experience.

- FJS offers a benefits package that includes:
  - 100% employer-paid medical insurance for all eligible employees and their spouses, domestic partners, and eligible dependents
  - Paid vacation days, and closed Christmas Eve through New Year’s Day.
  - 401(k) retirement plan (with employer match)
  - Generous parental leave with full salary continuation
  - Educational support benefits – tuition reimbursement, student loan repayment, dependent tuition assistance
  - Supplemental benefits for adoption, reproductive health, surrogacy, and transgender and intersex health

FJS is committed to cultivating an organizational culture where everyone is able to bring their full, authentic selves to work. The Foundation believes a diverse, inclusive, and equitable workplace is one where all employees, no matter their gender, race, ethnicity, national origin, age, sexual orientation, gender identity, gender expression, education, or disability, are valued and respected.

FJS is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.
Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Molly Brennan and Turner Delano of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials here.

All inquiries and discussions will be considered strictly confidential.

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About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit www.koyapartners.com.