

Director of People & Culture - Lead us in building and maintaining a strong, equitable and supportive culture for our team of changemakers.

We are Central Indiana Community Foundation, The Indianapolis Foundation, Hamilton County Community Foundation and Women's Fund of Central Indiana—a \$1 billion collective of philanthropic organizations committed to making Central Indiana a community where all individuals have equitable opportunity to reach their full potential – no matter place, race or identity.

What We Do: For more than 100 years, we have helped people invest in the causes that matter most to them; awarded grants to effective not-for-profit organizations; and provided leadership to make Central Indiana a better, more beautiful, more equitable community. We believe in anti-racism, authentic relationships, inclusivity, leadership, effectiveness and sustainability.

What We're Looking For: We're looking for a director of people and culture to direct the design, planning and implementation of human resource programs, equity work, policies and procedures for our organizations.

Requirements:

- At least 5 years human resources; professional development; organizational management; and/or opportunity equity and inclusion experience preferred. SHRM-CP or SHRM-SCP a bonus.
- Working knowledge of human resources policies and best practices
- Deep understanding, sensitivity and responsiveness to critical equity issues related to race, gender, sexuality, ability and other identities.
- Willingness to build knowledge about opportunity, equity and inclusion issues, and how they intersect with race; and advance these core values through work, including hiring and internal processes.
- Excellent organizational and workload prioritization skills.
- Excellent conceptual and analytical skills; ability to research and analyze data and information.
- Must be fully vaccinated as defined by CDC guidelines.
- Able to travel periodically between the HCCF office in Fishers and homebase downtown in CICF/TIF/WF office.

Responsibilities:

The director of people and culture is tasked with directing an intra-departmental team of colleagues; implementing strategies to meet organizational goals, creating

an engaged workforce, ensuring legal compliance and aligning all functions with our mission. Key responsibilities include but are not limited to:

- Developing equitable strategies to identify diverse and high-performing talent; establishing and conducting recruitment and hiring process for all employees from collaborating with managers on crafting job descriptions through extending job offers
- Assessing organizational needs; identifying and supporting opportunities for management training and employee professional development and growth.
- Helping to develop and execute a plan for ongoing internal communications and transparency, ensuring staff have information necessary to thrive and successfully complete their duties.
- Serving as HR contact for all employees; proactively engaging employees to improve working relationships, build morale, and increase productivity and retention; communicate openly and frequently, keeping staff informed on benefit resources, organizational events and other pertinent information
- Providing leadership and partnership with management and employees to develop, communicate and administer human resource policies and procedures that will maintain and improve employee relations and shape equitable organizational culture
- With vice president of people, culture and brand, overseeing the creation and implementation of programs that build momentum for opportunity, equity, and inclusion.

What You Get:

- **\$90,000 salary plus generous benefits**, including:
 - Employer-provided health, dental, vision – Valued up to \$16,700 annually
 - 1 percent 403b retirement match on employee contribution (\$900) plus additional 7 percent employer discretionary 403b contribution (\$6,300)
 - Potential for an annual bonus, based on organizational and individual performance
 - 10.5 paid holidays, including MLK Day and Juneteenth (\$3,635)
 - 10 personal days annually (\$3,462)
 - Up to 15 vacation days annually (\$5,192)
 - Total Compensation Package Value up to \$120,751 including time off valued at \$12,289
- **Flexible, hybrid work arrangement** - Work from home on Mondays and Fridays
- **Homebase—Newly renovated office space** conveniently located downtown, just steps from Mass Ave., plus additional space in HCCF's new coworking space in Fishers, just off I-69 and 116th St.

- An opportunity to do **meaningful, results-driven work with a passionate, diverse team**, supporting organizations that are committed to building and maintaining a strong, equitable and supportive culture for our team of changemakers.