

**ORGANIZATION:** International House of New York  
**POSITION:** Vice President of People and Culture  
**REPORTS TO:** President  
**LOCATION:** New York, NY  
**WEBSITE:** [www.ihouse-nyc.org](http://www.ihouse-nyc.org)  
**TO APPLY:** Please send cover letter and resume as one PDF to [IHouseVPPC@pbrsearch.com](mailto:IHouseVPPC@pbrsearch.com) with title format "Last Name First Name – Letter Resume."

## **BACKGROUND**

International House of New York, known as I-House, is a residential [community](#) of 700 graduate students, scholars, and interns from 100 countries across 6 continents. Since International House of New York [opened its doors](#) in 1924, it has been a home and an inspiration to tens of thousands of professionals in the arts, humanities, science, business, technology, government, and diplomacy. Recognizing both the importance and complexity of global citizenship, I-House fosters international understanding by empowering the next generation of globally minded leaders with its core values of empathy, respect, and moral courage.

## **POSITION**

The Vice President of People and Culture (VPPC) is a senior-level position. Under the leadership of President [Sebastian Fries](#), I-House seeks an experienced generalist who can manage all aspects of the administration, coordination, and evaluation of the human resources function. In addition, the VPPC is responsible for spearheading innovative organizational development strategies and driving I-House's commitment to diversity and inclusion.

The position works closely with and serves as an advisor to I-House senior leadership and the Personnel Practices Committee of the Board. The VPPC directly partners with the president to help guide the overall personnel, regulatory, compliance, and administrative issues of the organization. This role dynamically combines a roll-up-your-sleeves sensibility with strategic thinking.

## **CRITICAL CAPABILITIES**

### **Strategic Thinking**

I-House seeks an accomplished human resources leader, trained in a best-practices environment, who can provide expert human resources leadership and insight in a complex and rapidly changing environment by:

- Identifying and recommending opportunities to senior leadership and the Board that will maintain or improve staff engagement, performance, and morale; and leveraging the organization's available resources for maximum programmatic impact.

### **Operational Leadership**

To be successful, the next VPPC must be able to:

- Create and implement new policies and procedures as needed, and ensure that they are well-developed, documented, and communicated throughout the organization.
- Attract, develop, manage, and mentor a strong team of human resources talent. Set high standards, assess performance, and establish a high bar of excellence.
- Build strategic partnerships, externally and internally, in order to keep abreast of new developments in the field and in human resources regulations and compliance.
- Maintain a collegial, customer service-oriented, and proactive work environment.

### **Communication and Influencing Skills**

The VPPC will be a collaborative, communicative partner who will lead change through engagement, influence, and a strong service orientation. They will have effective interpersonal, presentation, and

communication skills, and a demonstrated ability to engage openly and transparently across a diverse and complex community.

### **Leadership Skills**

As an effective manager and team motivator who excels in a dynamic, fast-paced environment, the VPPC will develop ideas and solutions to drive the implementation of human resources systems and services that support the strategic priorities of I-House. They will:

- Be a leader who sets high standards and encourages ambition, innovation, and creativity for personnel across the organization.
- Be a confident manager, coach, and mentor, with the ability to attract, develop, and retain a high-quality team. They will set high standards and assess performance against a high bar of excellence.
- Advise and collaborate with senior leadership to articulate organizational priorities and implement change in accordance with I-House's strategic priorities, utilizing superior executive management skills.

### **RESPONSIBILITIES**

#### **HR Systems and Processes**

- Review and make recommendations for improvement of the organization's policies, procedures, and practices on personnel matters.
- Oversee the human resources manager to ensure the effective administration of employee benefits, including insurance plans, retirement plan, defined benefit pension plan, workers' compensation, and flex spending/dependent care.
- Provide new employee and ongoing staff education regarding benefits, professional development, and other trainings.
- Ensure compliance with all Federal, State, and City Regulations applicable to the human resources function.

#### **Employee Lifecycle**

- Manage staff recruitment process: consult with senior staff on positions to be filled; place ads; maintain contact with fee-based and nonprofit placement resources; screen applicants.
- Create and/or maintain and oversee development of systems and structures that onboard, train, support, develop, and engage the organization's diverse array of employees.
- Manage salary appraisal process: ensure timely completion of appraisals; coordinate salary changes with senior staff, president, VP of finance, and employees.
- Research and recommend compensation strategies, including annual merit increases, performance bonuses, and other incentives, to attract and retain a high-performing workforce.
- Ensure that annual staff review processes are in place and implemented for all employees.
- Develop additional strategies to retain top talent, particularly in a competitive labor market.

#### **HR Strategy, Leadership, and Management**

- Serve as a member of the leadership team at I-House, and serve as a key thought partner to the President and department leaders.
- Partner with the board HR committee to ensure that I-House is offering competitive benefits that are aligned with the resources of the organization; make recommendations for strategic investments in human resources related to employee retention, professional development, culture-building, and satisfaction.
- Support all managers in the professional development of their team members, and strengthen the organization's approach to learning and development for all team members.
- Supervise, coach, and develop the Human Resources Manager to meet their annual performance goals and cultivate a departmental culture of continuous learning and improvement.
- Maintain knowledge of current and emerging DEI best practices, collaborate with senior leadership to incorporate best practices into daily operations, and assess their impact.

- Consult with and advise senior staff about staff performance issues.
- Perform additional supportive functions as needed.

### **QUALIFICATIONS**

- Minimum of 15 years of experience with at least 5 years of experience in a senior human resources management role in an organization of comparable size and complexity
- Knowledge of best practices employed in human resources functions
- Demonstrated success in management/supervision of a staff team with emphasis on mentorship through professional development, positive reinforcement, and motivation
- Non-profit experience preferred
- Bachelor's degree required; Master's degree preferred

### **Personal Characteristics**

- Collaborative, inclusive, and collegial leadership style
- Personal integrity
- Demonstrated sound judgment
- Intellectual curiosity
- Resilience and high energy
- Innovative mindset
- Exceptional written, oral, interpersonal, and presentation skills
- Passion for I-House and commitment to the mission

### **COMPENSATION**

- Minimum \$150K annually
- Highly competitive benefits, including medical insurance, 403(b) plan, and liberal vacation policy. Additional on-site benefits include gym access, free garage parking, weekend yoga classes, and a 30% discount on dining services.

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