

**ORGANIZATION:** Doris Duke Charitable Foundation  
**POSITION:** Chief People Officer  
**REPORTS TO:** Chief Operating Officer  
**LOCATION:** New York, NY, and Hillsborough, NJ  
**WEBSITE:** [www.ddcf.org](http://www.ddcf.org)  
**TO APPLY:** Please send cover letter and résumé as one PDF to [DDCFHR@pbrsearch.com](mailto:DDCFHR@pbrsearch.com) with file name format "Last Name First Name – Letter Resume."

## **BACKGROUND**

The mission of the Doris Duke Charitable Foundation (DDCF) is to improve the quality of people's lives through grants supporting the performing arts, environmental conservation, medical research and child well-being, and through preservation of the cultural and environmental legacy of Doris Duke's properties. The foundation's mission, grantmaking programs, museums and centers operate through five related philanthropies: the Doris Duke Charitable Foundation, the Doris Duke Foundation for Islamic Art, the Duke Farms Foundation, the Doris Duke Foundation and the Doris Duke Management Foundation. Together, the Doris Duke philanthropies support the well-being of people and the planet for a more creative, equitable and sustainable future. DDCF's activities are guided by the will of Doris Duke, who endowed the foundation with financial assets that currently total approximately \$2.5 billion.

## **POSITION**

Reporting to the COO, the Chief People Officer (CPO) is a key member of the foundation's leadership team. The CPO will provide leadership on all human-resources-related activities for 150 employees in three states. As a key player in setting strategic HR priorities, driving employee engagement, attracting diverse talent, and updating processes as we move into a new chapter of our work, the CPO has the opportunity to shape a future-focused organization that is committed to having impact in a demanding and dynamic environment.

## **RESPONSIBILITIES**

### ***Strategic Leadership***

- Build connection, community, camaraderie and cohesion across a functionally differentiated enterprise spread across six time zones.
- Lead efforts across the enterprise to rethink the structure of work, motivation and employee engagement in response to the profound changes wrought by the COVID-19 pandemic.
- Support the organization's strategic direction by anticipating human resources challenges and opportunities.
- Serve as a persuasive and proactive communicator for HR-related processes and/or organizational changes in a way that connects employees to the intended value.
- Lead and mentor the Human Resources staff and oversee the day-to-day operations and administration of the department.
- Actively participate in the foundation's executive management, helping to shape key enterprise decisions.
- Serve as the primary point of contact with the Compensation and Benefits Committee of the Board.

### ***Organizational and Professional Development***

- Support the development and implementation of plans for the foundation to be an inclusive environment that advances equity in all that it does.
- Oversee the development and implementation of an equitable and modern professional and organizational development system that supports operational performance and our values. Challenge the organization to think expansively and creatively about how to align developmental support with key drivers of professional development, commitment and retention.
- Set the framework for performance management in staff goal setting, performance appraisals, coaching conversations, and development plans; provide counsel on delivering performance feedback and the use of performance plans.

- Manage employee relations, including handling disciplinary issues, coaching and counseling managers and staff, consulting with legal counsel, and managing terminations.
- Identify and pursue opportunities to streamline processes, leverage the full power of automated tools, update policies, and think creatively about benefits, recognition and retention programs focusing on the highest-value activities with the goal of competing aggressively in today's labor market.

### ***Talent Acquisition and Retention***

- Lead talent acquisition for a highly differentiated, purpose-driven organization. Help identify next-generation talent needs for four distinct business units, each serving our mission in vastly different ways and with varying operational needs.
- Ensure that talent acquisition and retention take account of fundamental labor market shifts as a result of the COVID-19 pandemic.
- Help inspire current and prospective employees to find meaning in the organization's purpose, story and founding benefactor.
- Develop and monitor the compensation structure and benefits provision to ensure a sustainable approach to attracting and retaining staff.

### **QUALIFICATIONS**

- Demonstrated progressive leadership experience, with a clear track record in the foregoing responsibilities.
- Demonstrated conflict resolution, coaching and problem-solving skills.
- Demonstrated communications and influence skills through all levels of an organization.
- Adept at coordinating multiple high-priority initiatives working across stakeholder groups with competing priorities and delivering on-time, high-quality outcomes that attain the desired results.
- Able to travel periodically to provide reasonable in-person presence at our New York, New Jersey and Hawaii locations, and as otherwise needed to be successful in this role.

### **CHARACTERISTICS**

- Excited about the possibilities opened by a generational shift in the labor market, especially with regard to motivation and engagement. Eager to explore how to adapt the ways in which the Doris Duke organizations find, recruit, develop and support talent in creative ways to respond to these changes.
- Open to experimentation and unconventional thinking about how to organize work and employee engagement in this turbulent period and beyond.
- Profoundly committed to diversity, equity and inclusion as a cornerstone value of effective organizations. Open-minded and curious about how best to realize those values and to integrate them firmly and effectively into an organization's culture, structure and operations.
- Energized by an environment that features a culturally diverse workforce and that is sometimes challenged by geographic and programmatic segmentation.
- Able to dependably manage others to administer vital benefits systems in an efficient and responsive way.

As a condition of employment, new hires are required to be up to date with an FDA-authorized vaccination against COVID-19; proof of vaccination series and booster, if eligible, will be required upon beginning employment. Reasonable accommodation for legally required exemptions will be considered on a case-by-case-basis in accordance with applicable law.

### **COMPENSATION AND BENEFITS**

- Starting range in low \$200Ks
- Industry-leading benefits

## **OUR VALUES**

The following values underpin everything we do in pursuit of our mission across the Doris Duke philanthropies:

- **Integrity:** We must be honest and ethical in all that we undertake. As a group of private foundations, we are accountable to the many stakeholders affected by our work.
- **Excellence:** We will insist on the highest standards of performance in fulfilling our mission, will ground our work in best practices and will make decisions based on the best available information.
- **Openness and Imagination:** We will be listening and learning organizations that are responsive to ideas and opinions from a variety of sources. We value imagination and creativity, the ability to think in new ways about the work we do and how we do it.
- **Collaboration:** We value a collaborative and supportive environment in which to advance our mission and objectives. Creating a working environment that promotes trust, honesty and respect within our organizations is as important as earning the trust and respect of our colleagues and peers in the fields in which we work.
- **Diversity, Equity and Inclusion:** We believe in the essential value that a diverse set of perspectives, experiences and abilities brings to the table. Our commitment to the values of diversity, equity, inclusion and social justice is an ongoing, active engagement reflected in our funding areas, grantees, museums, centers, board and staff. At the core of our work is a dedication to serving and learning from organizations and individuals addressing inequities and working toward a more just, healthy and inclusive society. (Learn more about our commitment to diversity, equity and inclusion and how we incorporate this value into our work.)

***The Doris Duke Charitable Foundation is committed to inclusive hiring and dedicated to diversity in its work and workplace culture. We provide equal opportunity for employees and applicants in all aspects of the employment relationship, without regard to race, color, national origin, sex, sexual orientation, gender identity or expression, marital status, military or veteran status, disability, age, religion or any other classification protected by law; and we strongly encourage candidates of all identities, experiences, orientations and communities to apply.***