

ORGANIZATION: Children's Aid
POSITION: Chief of People and Diversity, Equity, and Inclusion
REPORTS TO: President and CEO
LOCATION: Office is at 117 W. 124th Street; currently in-office three days/week; ability to travel to other sites across Manhattan, Bronx, Brooklyn, and Staten Island as needed.
INFORMATION: [Website](#)
TO APPLY: Please send cover letter and resume as one PDF to CACPDEI@pbrsearch.com with title format "Last Name First Name – Letter Resume."

BACKGROUND

Children's Aid was founded in 1853 and provides comprehensive supports to children, youth, and their families in targeted high-needs New York City neighborhoods to ensure that children in poverty succeed and thrive. Children's Aid understands that poverty cannot be overcome with one service or program at a single point in time and commits to being with children, youth, and families every step of the way. It offers a comprehensive, wide-ranging array of services in academic and social-emotional learning, health and nutrition, and family and community. Today, Children's Aid works across 40+ locations, employs over 2,000 staff members, and serves nearly 50,000 children, youth, and families.

POSITION

Children's Aid seeks an inaugural Chief of People and Diversity, Equity, and Inclusion (CPDEI) to serve as a member of the executive team; this leader will be charged with setting and driving forward a strategic, forward-looking vision for Talent Management and Human Resources (TMHR); Diversity, Equity, and Inclusion (DEI); and Learning and Development. The CPDEI will be a trusted thought partner to the President and CEO, as well as functional leaders and staff across the agency. This leader will oversee a team of approximately 20, in the areas of recruiting, retention, DEI, learning, leadership development, compensation, benefits, employee relations, talent management, performance management, culture, and employee engagement/satisfaction.

The ideal candidate will have a strong grounding in building the fundamentals of a strong HR/talent function; a deep commitment to racial equity and inclusion; strong business acumen and understanding of risk management; an ability to balance a high-level strategic view of the organization with a commitment to short- and medium-term initiatives and outcomes; and an inclusive and collaborative approach. The ideal candidate will have training and experience in implementing best practices and the ability to provide expert leadership and insight in a complex, rapidly changing environment. Candidates with deep experience leading change within a large, complex, multifaceted context through cross-departmental collaboration will thrive in this role.

RESPONSIBILITIES

Management and Leadership

- Provide the HR perspective on the core executive leadership team, proactively driving and championing TMHR & DEI priorities, raising and addressing people risks, and staying abreast of the external competitive HR landscape.
- Balance day-to-day operational realities with strategic objectives; set priorities, make appropriate trade-offs, and distinguish between symptoms and root causes.
- Develop relationships with board members and present to/interact with board as needed, including bringing topics to board committees for review.
- Lead all People and DEI efforts, providing leadership to all HR functions, including: talent acquisition, onboarding, retention, training and career development, leadership development, succession planning, employee and labor relations, and compensation and benefits.
- Develop and build out the infrastructure and systems needed to support a robust and effective TMHR team and function.
- In collaboration with the CFO, develop and oversee the department's budget, including the preparation, allocation, expenditure, and monitoring of funds.
- Oversee and enhance the agency's Equal Employment Opportunity (EEO) function.

- Drive improvement in HR systems, including the development of a new HRIS system and its impact on the structure and personnel needed for effective operations.
- Catalyze and execute plans for change management.

Diversity, Equity, and Inclusion

- Build upon the existing work of the organization to make it ever more inclusive and anti-racist; drive development of the vision, strategy, and goals for DEI to strengthen the organizational culture and advance the agency's mission.
- Direct the overall planning, development, implementation, evaluation and effectiveness of DEI strategies and initiatives, integrating best practices from the field into DEI planning across the enterprise.
- Partner with the executive leadership team, the board of trustees, and staff to build buy-in and alignment around a shared vision for DEI. Work cross-functionally to translate the organizational DEI vision into specific actions and accountability systems that will break down silos and promote collaboration.
- Assess staffing needs to support the successful realization of the DEI vision; make recommendations as needed.
- Champion and foster a culture of innovation, respect, transparency, collaboration, empowerment, accountability, and integrity that allows all employees to feel appreciated, included, and valued.
- Plan and support continuous staff DEI learning that disrupts unconscious bias and micro-aggressions; develop and deliver initiatives, educational experiences, and awareness programs that promote DEI culture; and serve as a trusted advisor to employee resource groups.
- Develop and implement metrics to assess the effectiveness of DEI initiatives.
- Help ensure that internal and external communications language reflects DEI values and promotes inclusion.

Talent Management and Human Resources

- Develop comprehensive strategic talent acquisition and retention plans to meet complex human capital needs.
- Continuously improve the performance management function, including goal-setting, performance evaluation, talent planning, and annual compensation programs.
- Develop and implement metrics to assess the effectiveness of TM initiatives.
- Lead the delivery of HR support in employee relations and employee engagement.
- Develop relationships with all levels of the organization and become someone leaders seek out for guidance on HR, cultural, and organizational issues.
- Manage complex employee relations cases (disciplinary cases, grievances, capability management, absence), coaching and supporting managers and directors through any staffing issues with the goal of finding a resolution at an informal stage.
- Shape and sustain a cohesive employee value proposition and employee engagement strategy across all levels of the organization, including employee wellness initiatives.
- Oversee and enhance all aspects of the agency's compensation and benefits program.
- Develop and implement comprehensive compensation and benefits plans that are competitive and cost-effective.

Learning and Development

- Develop and implement a vision for learning and development at Children's Aid that prepares staff to reach their fullest potential so they can deliver holistic support to children and thrive professionally.
- Partner closely with colleagues across the agency to ensure that learning and development is integrated with other functions and that managers at all levels are well-trained in how to best coach and support their teams.
- Build a culture of continuous learning and development that is buttressed by strong performance management processes, a high-quality Learning Management System (LMS) platform, and strong managers/coaches at all levels.
- Collaborate with IT to enhance or upgrade the existing LMS platform.
- Develop and communicate clear advancement pathways for all staff.

QUALIFICATIONS

The ideal candidate will be a seasoned, visionary leader with a passion for the mission of Children's Aid and the ability to develop and implement a bold vision for talent management and DEI to ensure that Children's Aid attracts and retains the best talent in the market and sustains an inclusive, equitable culture. Specifically, the CPDEI should have:

Experience

- Demonstrated experience in all areas of responsibility.
- At least fifteen years of senior leadership experience in a complex, multi-service, multi-site context; nonprofit experience strongly preferred.
- Experience managing large-scale, cross-departmental initiatives.
- Experience recruiting, managing, and leading staff from all relevant functions the role oversees.
- Thorough understanding of all areas of human resources, including talent management and development, employee relations, training, performance management, and compensation and benefits administration.
- Knowledge of employment and labor law, including collective bargaining, ADA, FMLA, FLSA, etc.
- Experience developing and implementing successful DEI strategies.
- Bachelor's degree; advanced degree (Master's in organizational behavior, organizational development, human resources or equivalent, or JD) preferred.
- SHRM Senior Certified Professional (SHRM-SCP) or SHRM Certified Professional (SHRM-CP) certification preferred.

Personal Attributes

- Superior managerial and interpersonal skills, and experience leading staff in ways that emphasize collaboration and teamwork.
- Excellent analytical skills and the ability to develop appropriate metrics to measure outcomes across all departments; a high level of comfort with complexity and nuance.
- Ability to operate as an effective tactical partner and as a strategic leader.
- Superior interpersonal skills and understanding of group dynamics; ability to establish credibility and trust with a diverse client group, including senior leaders.
- Deep commitment to DEI and anti-racist values; dedication to dismantling systemic racism.
- Strong analytical, critical thinking, creative problem-solving, judgment, negotiating, influencing, and strategic decision-making skills. Ability to maintain confidentiality, tact, and diplomacy.
- Ability to lead change in a way that achieves strategic goals while bringing people along.
- Strong written and verbal communication skills and an inclusive, transparent communication style that fosters cooperation and teamwork.

COMPENSATION

- Anticipated salary range \$240K – \$300K; commensurate with experience
- Comprehensive benefits package

Frequently cited statistics show that women and people from underrepresented groups apply to jobs only if they think they meet 100% of the criteria. If you meet many but not all the criteria and feel you may be a good fit for the role, Children's Aid encourages you to apply.

Children's Aid is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, Children's Aid will provide reasonable accommodations for qualified individuals with disabilities.