

## Senior Director of People & Culture (SDPC)

Hybrid Remote/In-Person Full-Time (40 hours per week) Position in Castro Valley, CA (Exempt)

Reports To: Associate Executive Director

### Who We Are

Ruby's Place (RP) is an innovative nonprofit committed to ending domestic violence, human trafficking, and violent crime through hope, advocacy and connection. Our services include emergency shelter, transitional housing, rental subsidies, mental health services, and wrap around services. All our services are trauma-sensitive and client-centered and are provided at no cost to our clients. There are no barriers to participate in our programs.

Ruby's Place is led by survivors with a focus on reflection, innovation, and connection. We value diversity, and equity across all races, genders, sexualities, and abilities. We believe in fostering relationships, both in our direct service work and throughout our internal work culture. We aim to cultivate an inclusive workplace that appreciates and emphasizes the voices of those most impacted by violence including women, individuals with disabilities, people of color, and the LGBTQ+ community. We recognize these voices are vital to interrupting the cycle of violence and transforming lives towards safety, unity, and trust. We encourage those with lived experience with housing instability, trafficking, domestic violence, and interpersonal violence to join our team.

### Who You Are

You have a strong commitment to preventing interpersonal violence as well as an understanding of, and sensitivity to, serving diverse populations. You have excellent interpersonal skills and strong techniques for relationship building. You believe people should determine their own path towards healing, and have an orientation towards survivor-centered services.

You are a go-getter who enjoys fast-paced environments. You are adept at time management and highly organized, with a proven ability to ensure you can meet deadlines, plan, organize, and execute. You are comfortable working as part of a team and are an accountable collaborator. You are flexible and creative. You take the initiative in handling emergencies.

You are a strong strategic thinker who utilizes your human resource expertise to implement best practices, maintain compliance, and provide insight and recommendations to mitigate risks. You utilize your comprehensive knowledge of HR laws and regulations to provide solutions and address complex workplace issues and crises effectively. You are emotionally intelligent and can empathize **with and** understand the emotional needs of employees.

### *What qualifications are required for this position?*

You Are Also:

- Someone with at least ten years of related human resources, preferably in a non-profit environment.
- Experienced in navigating complex labor and employment matters, including collaborating with external legal counsel when necessary.
- An individual with excellent communication and leadership skills.
- Comfortable working in a dynamic environment with the ability to deal with rapidly changing business conditions.
- Preferably someone with a degree in organizational management/ psychology, human resource management, or a closely related field.
- SHRM/SPHR/PHR certified, or any other advanced education/training in the HR field, highly desired. You have completed relevant DEI certification or other advanced training/education, including implementing DEI programs/initiatives.
- Adept at change management and supporting agencies in growth, restructuring, and culture transformation.
- An individual who utilizes informed judgment of HR practices to collaborate with leadership and the board or external counsel, as needed, in developing HR policies, procedures, and protocols.
- Able to provide expert guidance and recommendations to leadership and the board on responding to potential adverse actions or employee complaints, drawing upon a comprehensive understanding of HR regulations and industry standards.
- Adept at acting as a liaison between the HR department and external legal counsel and able to foster productive partnerships to address complex HR challenges and legal matters effectively.
- Able to demonstrate a high level of professionalism with confidential and sensitive issues.
- Capable of exercising leadership, taking personal accountability, working autonomously, and setting professional goals effectively.
- A person with extensive experience in providing guidance to internal staff and management across a range of HR areas, including employee relations, employment law, compensation, staffing, training and development, performance management, and organizational development.
- Capable of fulfilling all necessary requirements, including passing a background check, undergoing fingerprinting (Live Scan), and ensuring completion of all mandated Community Care Licensing and ORR documents. Committed to meeting all licensing standards set by Community Care Licensing and ORR.

### **What You Will Do**

You will report to the Associate Executive Director. In this senior leadership position, you will oversee all aspects of HR function including but not limited to: strategic HR leadership, organizational development, talent acquisition, retention, employee relations, HR analytics, compliance, DEI activities

and risk management. You will directly supervise the department heads of human resources, DEI, and staff support.

***Responsibilities include***

- Align people-related strategies with overarching business objectives and execute plans that support the company's overall strategic plan.
- Ensure the timely and cost-effective delivery of HR programs and services.
- Provide strategic guidance and input on business unit restructures, workforce planning, and succession planning initiatives.
- Support the performance review process, career development planning, and overall performance management.
- Serve as an HR consultant to management as needed.
- Act as a liaison to the Executive Leadership Team, advising on ongoing and anticipated HR and DEI programs, issues, and concerns.
- Implement HR and DEI initiatives and programs to optimize employee engagement to create workplace culture aligned with the Agency's mission.
- Champion Ruby's Place Relational Model and ensure alignment of strategies and initiatives with its principles.
- Implement programs to enhance employee well-being and satisfaction.
- Oversee recruitment and talent retention strategies to maintain a skilled and motivated workforce.
- Implement performance management systems that foster continuous improvement, development and alignment with DEI principles.
- Develop workforce planning and talent management processes to optimize organizational effectiveness.
- Lead change management efforts, particularly during significant organizational transitions or restructuring consistent with strategic plan.
- Collaborate with other departments to align HR and DEI initiatives with broader organizational goals.
- Prepare and manage the HR department's budget effectively and allocate resources appropriately.
- Uphold confidentiality in HR matters and maintain high ethical standards.
- Directly supervise department leads in HR, DEI, and staff support, providing oversight and guidance with strategic programs.
- Serve as the escalation point for staffing-related issues and manage the resolution process.
- Contribute to leadership discussions and decisions as a member of the Ruby's Place Director team.
- Complete functional timesheets by assigned due dates in compliance with time allocations.
- Actively participate in reflective supervision sessions.

- Create and maintain documentation of processes and procedures related to job duties.
- Perform other duties as assigned by leadership.

### **Working Conditions**

This position is eligible for hybrid in-person and remote work. The time spent on-site versus remote working will be discussed and agreed upon with your supervisor. You are expected to be available on-site as necessary, given business needs. You must be able to stand for long periods of time and perform physical activities, including lifting up to 25 pounds. You will be subject to frequent interruptions and must be able to multitask and handle stress. Local travel in the greater Bay Area may be required.

### **Applying**

The pay scale for the Senior Director of People & Culture is \$152,000-\$160,000 per year (exempt). The benefits of working at Ruby's Place at full-time hours include medical, dental, and vision plans, a life insurance policy, significant vacation, sick time, sabbatical, and immediate vesting in our 403(b) with a generous match. This is a full-time (40 hours a week) position. This is a hybrid position (flex work), with some days required in our Castro Valley Office. Applicants must be located in Northern California.

If all this sounds like a good fit for you, please submit your resume and, instead of a traditional cover letter, respond to the following prompts:

- Why do you want to work for Ruby's Place, and why are you a good fit for this role? (200 words max)
- Using the qualifications listed above (under the Who You Are section), please list the top five qualification(s) in which you feel you currently excel and two qualifications in which you feel you will need to work toward proficiency. Please provide a brief explanation for each (a few sentences).
- Please share an example of two times you developed and implemented a DEI initiative in your workplace. In one example, share how the initiative was successful and benefited the agency's overall mission and objectives. In the second example, share a time the initiative failed and what you learned.

At Ruby's Place, we are committed to workplace diversity and providing equal employment opportunities. Please also note that we are especially excited about candidates who understand the unique nature of a mission-driven organization and have lived experience or direct experience working with survivors of domestic violence, human trafficking, or violent crime.

Send Resume and Answers to [Julie@rubysplace.org](mailto:Julie@rubysplace.org)