



## **Director of Human Resources**

Join us in creating a California where every person has the nourishment they need to thrive. We are proud to amplify the voices of food banks and of hungry Californians in the corridors of our statehouse and country's Capitol, in the offices of foundations and corporations, on farms and in fields, and throughout our state. We do this to influence public policy to enhance the safety net, ensure that fresh produce and healthy proteins are accessible to all Californians, connect hungry residents with nutrition programs, and support our 41 member food banks in their work to feed our communities.

California Association of Food Banks seeks an experienced Human Resources leader to help the association realize and sustain a high-performing workplace in a hybrid working environment, assure the association operates with a commitment to our values, and maintain a high level of integrity across our Human Resource functions.

### **RESPONSIBILITIES**

#### **Leadership & Strategic Vision**

- In coordination with the Chief Finance & Administrative Officer and the leadership team, play a key role in the organization's overall development, strategic planning, service delivery, and management.
- Provide strategic vision and leadership to the California Association of Food Banks, bringing a strong passion for CAFB's mission and vision and the ability to communicate this passion to others.

#### **Duties/Responsibilities:**

- Collaborates with senior leadership to understand the association's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Works closely with association employees and DEI committees to plan events, lift up priorities, and ensure a strong organizational culture.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system and talent management system.

- Monitors and ensures the association's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Develops and implements departmental budget.
- Facilitates professional development, training, and certification activities for association staff.
- Leads the association's annual performance evaluations, goal setting, and compensation adjustment processes.
- Handles discipline and termination of employees in accordance with company policy.
- Performs other duties as required.

## **ORGANIZATIONAL DESIGN**

- Reports to the Chief Finance & Administration Officer
- Salary Range: \$95,000-\$115,000
- We're a small but mighty staff of 30+, working in a classic building in downtown Oakland — conveniently located near the 19th Street BART station. The building is ADA accessible. We operate in a hybrid work environment.

## **QUALIFICATIONS**

### Preferred Qualifications

- Bachelor's degree or equivalent
- 8+ years of HR experience
- Successful track record of implementing HR processes, performance management, and change management
- Working knowledge of multiple human resource disciplines, including organizational design, succession planning, performance management, diversity/inclusion, rewards and recognition programs, culture, employee engagement, coaching/development, conflict resolution, talent acquisition, data analysis to inform strategy, employee relations
- Experience and working knowledge of ADP is preferred
- Knowledge of HR compliance regulations, employment laws, and industry best practices
- Project Management and/or Program Management experience preferred
- Demonstrated experience in conflict resolution and management practices
- Excellent communication skills (written, verbal, presentation, and interpersonal), the ability to handle multiple projects and competing priorities, and adapt to a fluid, high-growth environment
- Commitment to the mission of CAFB; preference will be given to lived experience associated with services/programs in alignment with our mission

### Knowledge, Skills & Abilities

- Excellent communication skills (written, verbal, presentation, and interpersonal), the ability to handle multiple projects and competing priorities, and adapt to a fluid, high-growth environment
- Commitment to the values of dedication, inclusiveness, collaboration, transparency, and accountability.
- Proven ability to enable high-performing teams in a hybrid work environment.

**To Apply**

Please visit the link below to fill out the web form and attach your cover letter and resume where indicated. Please read the instructions carefully. Applications accepted until position is filled.

**Application link:** <https://fs10.formsite.com/cafb2/Dir-HR-2022/index.html>

**About CAFB**

The [California Association of Food Banks](#) believes that food is a fundamental right. Food is medicine; it is fuel for learning, a teacher of cultures, and a convener of communities. Right now, 8 million Californians are food insecure, nearly double pre-pandemic rates. We're working to change that.

We value diversity and seek to reflect it on our team and how we do business. Our goal is to attract, develop, retain, and promote a talented and diverse workforce in a culture where all employees will contribute to their fullest potential.

*It is the policy of the California Association of Food Banks to fill every position without regard to race, color, religion (all aspects of religious beliefs, observance, or practice, including religious dress or grooming practices), creed, gender (including gender identity and gender expression), marital status, registered domestic partner status, physical disability, mental disability, medical condition (including cancer or a record of a history of cancer), age, sex (including pregnancy, childbirth, breastfeeding, or related medical condition), national origin, ancestry, sexual orientation, genetic information, equal pay/compensation, veteran status, or any other basis made unlawful by applicable law. We are an equal opportunity employer and strictly prohibit unlawful discrimination by any employee, including managers, supervisors, and co-workers.*