

## POSITION DESCRIPTION

JOB TITLE:	Director, People & Culture	STATUS:	Exempt
REPORTS TO:	Managing Director, Finance & Admin.	HOURS:	Full Time
DATE:	April 2021	DEPT:	Educate Texas

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### **Educate Texas Vision**

All Texas students, especially African-American, Latino or economically disadvantaged students, earn a college degree or credential that leads to a living wage and thriving communities.

### **Educate Texas Mission**

As a trusted change agent, we increase academic achievement and educational equity by leading programs, policy and partnerships.

### **Educate Texas Values**

Equity, Collaboration, Integrity, Impact, Learning

### **Summary**

The Director will be primarily responsible for supporting the successful expansion of our Educate Texas team. The portfolio of work will range from identifying and recruiting diverse, exceptional individuals to onboarding, developing and growing talent, further building out our high performing culture and supporting the recruitment and retainment of diverse, exceptional individuals. The Director will work closely with the Educate Texas management team, as well as the Communities Foundation of Texas Human Resources team, and maintain a dotted line reporting relationship to CFT's HR Director. This position is located in Dallas, and the successful candidate must reside locally or be willing to relocate. Candidates may be asked to travel overnight (both in/out of state) once Educate Texas policies deem it safe.

### **Key Responsibilities**

- Develop and promote strategies to ensure that initiatives and programs—such as recruitment, onboarding, development, team-building and recognition—reinforce Educate Texas' culture and values
- Identify, propose, and work with Educate Texas leadership to implement highly effective people strategies that advance our strategic priorities and build a strong organizational culture that embodies our values
- Lead recruitment efforts for new staff in concert with CFT HR team:
  - Collaborate with hiring managers and teams to ensure we define talent requirements for newly identified positions
  - Build networks and sources that will provide a diverse and talented pipeline for recruiting potential candidates
  - Establish interview protocols, interview teams and be responsible for synthesizing team member's inputs
  - Coordinate with CFT HR team on specific recruitment efforts, results, and opportunities

- Ensure a consistent, well planned onboarding process to enable new hires to be quickly ramped up for success:
  - Coordinate with CFT HR staff to develop a robust onboarding plan for new Educate Texas staff and support managers in bringing talent into the organization
  - Define an on-boarding orientation cycle for new employees to better understand the overall strategy, priorities, teams, and operating model
  - Coordinate with CFT support teams such as Facilities and IT to ensure appropriate resources for new employees
- Support the implementation of a thoughtful, well-designed Professional Development strategy for growing effective team members:
  - Serve as a member of CFT Thriving Leadership Committee, our Professional Development plan which focuses on the development of organization-wide learning strategies and programs
  - Lead the implementation of relevant Thriving Leadership plans with managers and identify unique development needs and tailored strategies for our Educate Texas staff
- **Build on our efforts to create a diverse and inclusive system for talent**
  - Coordinate with CFT Race, Diversity, Equity & Inclusion (RDEI) committee to design a multi-year plan for our organization
  - Advance and sustain talent strategies, practices, and processes that attract, develop, and retain diverse talent
  - Work with the CFT Team to support the ongoing evolution of our collective CFT/EdTX culture of inclusion
  - Continue to foster a culture of diversity, inclusion and belonging
- Serve as a Champion of culture and employee engagement
  - Play the primary support for Team LOV (Living our Values)
  - Work with Executive Director on strategy, meeting agenda, coordination with team members, follow-up, etc.
  - Serve as an employee advocate and support system, soliciting feedback to enhance our culture, values and the employee experience

### **Qualifications/Skills/Requirements**

- Bachelor's degree or higher, prefer SHRM or HRCI certification
- 7+ years of experience in human resources with experience in supporting organizational culture
- Passionate about driving growth and facilitating change through the organization with a focus on people
- Strong project management, time management and organizational skills illustrating ability to pinpoint and prioritize multiple tasks and meet deadlines
- Excellent communications skills across all types of mediums
- Ability to work independently or as part of a team
- Creative thinker with desire to produce innovative and fresh ideas
- Valid state issued driver's license

**Disclaimer:** The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skills required of all employees within this class.

**Accommodations:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

**If interested, send your cover letter, resume, and salary requirements to:**  
[careers@cftexas.org](mailto:careers@cftexas.org).