



**POSITION SPECIFICATION FOR
Chief Human Resources Officer**



October 2021

Position Specification for: Chief Human Resources Officer

Reports to: President and Chief Executive Officer

Location: Dallas, Texas

Organization Overview

Since its founding in 1953, the **Communities Foundation of Texas (CFT)** has focused on enhancing the experience and impact of giving for individuals, families, companies, foundations and nonprofits by offering charitable tools like donor-advised funds, scholarships, North Texas Giving Day and more. CFT's strategic focus and goals for 2022 include:

- Growing Community giving,
- Advancing Community equity, and
- Expanding Community impact.

CFT programs include Educate Texas, Working Families Success Network, and other key initiatives. Since its founding, CFT has granted more than \$2 billion to support nonprofits in its region, across the nation and the world.

For the fiscal year ending June 30, 2021, preliminary CFT results are:

- Total Assets: \$1.5 billion
- Total Grants Paid: \$137 million
- Total Gifts Received: \$138 million
- Total Operating Budget: \$24+ million
- Number of Funds: 1,000+
- Operating Reserves: \$9.7 million

Position Summary

Reporting to the President and Chief Executive Officer, the Chief Human Resource Officer (CHRO) is a key strategic leader responsible for developing and executing human resource strategy in support of the overall business plan and strategic direction of the organization in all areas of human resources, specifically succession planning, talent development, supporting internal professional development growth and team-building, internal leadership and growth, change management, organizational and performance management, training, and compensation.

Key Responsibilities

- Leading, establishing, implementing, and guiding Human Resource (HR) efforts that effectively communicate and support the organization's mission and strategic vision.
- Providing overall leadership and guidance to the HR function by overseeing talent acquisition, career development, succession planning, retention, training, leadership development, compensation and benefits.
- Functioning as a strategic business advisor to the executive leadership team regarding key talent, organizational, and management issues.
- Developing, interpreting, and implementing HR policies and procedures to support the overall business operations objectives with an equitable and data-driven mindset.
- Identifying, proposing, and working with CFT's Executive Leadership Team (ELT) to implement highly effective people strategies that advance the organization's strategic properties and build a strong culture that embodies CFT's values.
- Developing and promote strategies to ensure that initiatives and programs – such as recruitment, onboarding, development, team-building, and recognition - meet the human capital needs of the organization and reinforce CFT's culture and values.
- Supporting the implementation of a thoughtful, well-designed Professional Development strategy for growing effective team members.
- Serving as an employee advocate and support system, soliciting feedback to enhance CFT's culture, values, and the employee experience.
- Developing and implementing comprehensive compensation and benefits plans that are competitive and cost-effective.
- Supporting CFT's extensive diversity and inclusion efforts.
- Providing strong leadership, management, and development of the human resources staff and throughout the foundation.
- Performing other related duties, as assigned.

Year One Critical Success Factors

At the end of the first 12 months, the successful candidate will have accomplished the following:

1. Make a seamless, effective transition to the CHRO role demonstrated by a strong grasp of CFT's culture and talent footprint, and CFT's business model.

2. Build effective peer working relationships with, and becoming an adviser to, Executive Leadership Team members.
3. Review CFT hiring, performance, compensation, and other HR policies and practices and implement changes to advance effective and equitable practices which support CFT's talent attraction and retention imperatives.
4. Review and assess CFT's professional development program and implement changes to strengthen this important element of CFT's talent strategy.
5. Continue to build trust in the human resource function across the enterprise through listening, advising, leading, and promoting fairness.
6. Continue to strengthen CFT's human resources staff and capabilities.

Professional Experience/ Qualifications/ Competencies

The CHRO will have a natural executive presence that is relatable to both the executive team and employees of the organization. For cultural success, the selected executive will be an apolitical steward of fairness and open, honest communication at all levels of the organization. The CHRO will be a skilled executive with previous human resource leadership experience in large organizations with diverse operations and employees, deploying best talent practices for continuous improvement. Specific competencies include:

- High emotional intelligence and maturity with the ability to navigate and discuss sensitive and challenging topics.
- Proven ability to work effectively with a wide range of diverse stakeholders to identify and resolve people-related issues.
- Sound business acumen and the ability to establish credibility, trust, and partnership at all levels of the organization.
- Demonstrated excellence in equitable conflict resolution, coaching, supervision and leadership.
- Prior experience with and in-depth knowledge of all HR functions and employment related laws and regulations.
- Experience with and understanding of diversity, equity, and inclusion and the importance of acknowledging, recognizing, and promoting these ideals in all CFT's activities.

- Strategic understanding of matters such as employee wellness and satisfaction, performance, hiring, culture building and transformation, organizational development, and other related talent imperatives.
- Demonstrated ability to excel both independently and as a team member in a dynamic and collaborative environment.
- An effective communicator at all levels in the organization, with strong oral and written skills, ability to make difficult concepts easy to understand and a willingness to share information.
- A sustained track record of mentoring and developing direct reports and deploying these practices across the organization.

Education

An undergraduate degree coupled with an MBA is strongly preferred. PHR/SPHR or SHRM-CP/SCP certification is also strongly preferred.

Compensation

Our client is offering a competitive compensation package designed to attract top talent to the role.

For further information or consideration, contact:

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