As a member of the Senior Leadership Team, the Chief People Officer is responsible for developing HR strategies that will result in a high performing organization and a culture characterized by energized, engaged team members. The role will be responsible for developing effective, creative HR solutions that will support the mission and organizational objectives. The ideal candidate will display passion and optimism for the work, provide inspiration and exemplify AFFB core values.

The Chief People Officer must be solidly grounded in legal aspects of employment issues, possess strong technical skills and have the demonstrated ability to partner with leadership to execute the strategic vision and plan. He/she is responsible for all human resource functions including employee relations, talent acquisition, employee retention, performance management, learning and development, compensation and benefits and Diversity, Equity and Inclusion. The role is also responsible for safety and compliance.

Major responsibilities include:

**Strategic Leadership**
- Keeper of the AFFB culture; promote AFFB values and ethical conduct; ensure continuous improvement and innovation.
- Provide advice and strategic counsel to CEO and other members of the leadership team, particularly in regard to organizational design and growth.
- Play an active role in the strategic deliberations of the senior leadership team.
- Promotes human capital as a key driver of organizational success and steward culture and programs to foster team excellence and high levels of employee engagement.
- Track, analyze and report key departmental indicators.

**Talent Acquisition**
- Develop creative, cost-effective strategies to attract top talent and promote diversity, equity and inclusion.
• Build organizational capacity within management team to assess candidates for skills and fit.
• Conduct timely onboarding; ensure employees have the knowledge, resources and experience to succeed.

**Talent Management**
• Execute and/or oversee career development, succession planning, retention, training, and leadership development.
• Develop and manage performance management process to ensure employees get quality, actionable feedback and have personal development plans to address talent gaps.
• Work closely with management and team members to improve work relationships, resolve conflicts, build morale.
• Lead investigations and develop appropriate resolutions.
• Schedule and implement employee/workplace safety education and training.
• Create and implement recurring team engagement events; facilitate and analyze employee engagement surveys; develop action plans based on results.

**Human Resources Administration**
• Maintain knowledge and compliance with federal, state, local laws, regulations and standards; HR-related contractual, legal and regulatory requirements.
• Review, maintain employee handbook, policies, standards of practice; ensure compliance and communication.
• Lead and develop strategies for compensation and benefits; ensure equity and competitiveness of rewards packages. Conduct salary surveys.
• With CFO, manage relationships with outside vendors and community partners; communicate benefits to employees and assist with problem resolution.
• Oversite of payroll process and annual payroll related requirements.
• Ensure compliance with worker's comp and safety programs; file and maintain claims.

**General Administration**
• Ensure office efficiency with planning and execution of equipment, procedures, and systems; manage office services and supplies with vendors.
• Develop and maintain office policies, procedures and standards.
• Manage the reception area and staff.
• Coordinate the IT functions; manage software/security needs with vendor.
• With CFO, authorize and coordinate equipment purchases; track and update equipment needs.

**Requirements:**
• Bachelor’s degree with minimum 10 years’ experience in a senior Human Resources leadership role
Knowledge of all Human Resources functions; SHRM or HRIC certification
Able to work in a team environment, collaborate with all levels of the organization, influence and guide in the leadership team
Excellent written and verbal communication skills
Excellent time management skills, ability to multi-task and prioritize work
Attention to detail and problem-solving skills
Proficiency in MS Office (including Word, Excel and Outlook)

All Faiths Food Bank is an Equal Opportunity Employer and fully committed to attracting and retaining diverse talent in order to better reflect the wide variety of experiences and views of the many different stakeholders with whom we are connected. We will invest in actively recruiting, engaging and fostering a diverse workforce and providing a work environment that promotes equity and inclusion.

We commit to providing policies, systems and a culture where our staff and those we serve will be afforded equitable access and opportunities to reach their full potential and feel valued, respected and supported. Management retains the right to add or change the duties of this position at any time.

**For the safety of our employees and the people we serve, proof of COVID-19 vaccination is required.

3-16-2022