



POSITION DESCRIPTION

Director, People and Culture
ALL STARS PROJECT, INC.

Background and Impact

The All Stars Project (ASP) is a growing national nonprofit organization whose mission is to transform the lives of youth and poor communities using the developmental power of performance, in partnership with caring adults. While the ASP's afterschool programs include hip-hop talent shows, training in theatre and the arts and programs where we partner with the business community to help young people create a professional performance, we are doing so much more – we are building a community and imagining possibility. Founded in 1981, the ASP is headquartered in New York City, currently operates in five locations across the United States (New York, New Jersey, San Francisco Bay Area, Chicago and Dallas), and reaches more than 10,000 young people from poor communities each year. The ASP is 100% privately funded, mostly through individual contributions.

Each year, All Stars afterschool development programs involve tens of thousands of inner-city young people and adults from all walks of life in transforming their lives and communities. The ASP believes afterschool is the best way to bring young people growing up in poor communities into the mainstream. They start to connect to opportunities, to the world of success, to the business community and all sorts of things that are very far from where they come from, sparking their desire to learn and grow.

Overview of Position

The director of people and culture is a leadership role in a fast-paced, growing and vibrant national organization. This individual will be responsible for directing the overall talent strategy for the organization that includes recruitment, talent development, training, and succession planning. The director of people and culture will participate in evolving the current HR capabilities in order to be aligned with the ASP's refined strategic direction and support the growth needs from a talent angle. The director will manage all aspects of human resources, including but not limited to talent acquisition, culture and engagement, performance management, rewards, learning and development and talent-related analytics.

The ideal candidate will be creative, highly motivated, an effective communicator with a specialty in attracting, developing and retaining talented employees who have a passion for the mission and vision of the ASP. He or she holds not only a leadership role within the ASP, but is outwardly facing to the community and exhibits the values of the organization every day.

The director of people and culture reports to the Senior Vice President/Chief Finance and Operating Officer and will work with an existing HR team, as well as each location's HR champion, helping the organization shape and grow.

Although the role will be based out of the New York headquarters, it is national in scope, and therefore requires leadership and accountability of the national HR team.



Key Responsibilities

HR Strategy and Service Delivery

- Partner with the SVP/COO to deliver value that ensures the proper strategy and HR service delivery model to best support the ASP.
- Participate in aligning human capital strategy of the ASP with the business strategy.
- Measure impacts of HR products and services.

Acquisition, Culture and Engagement

- Lead the creation and execution of talent acquisition strategies and programs to reach diverse constituencies by leveraging members of the ASP community (volunteers, alumni, board members, business leaders) as partners to attract, hire and retain the right people to grow the organization.
- Further develop the ASP brand and leverage the brand for recruitment across digital technologies.
- Direct and enhance the interview and selection process for all positions, including strengthening internal capacity around interview skills and practices.
- Provide support across talent strategies to nurture a high performing culture that supports the ASP's growth agenda.

Performance Management and Learning & Development

- Partner with the SVP/COO to create and implement a succession planning process for the organization that identifies critical roles and potential successors, and leadership development programs for potential successors.
- Work with directors on the creation of actionable development plans for their team members.
- Direct the execution and development of the annual performance management lifecycle for the organization, including: goal-setting; development plans; communicating organizational strategy; year-end evaluations and compensation.
- Identify, design and deliver effective training for employees based on core leadership competency needs assessment.

Employee Relations

- Counsel and coach managers on employee performance issues to promote a positive culture.
- Participate in investigating grievances and complaints and using legal counsel when necessary.
- Develop programs to strengthen staff engagement, appreciation, and open and effective communication across the organization.

Compensation and Benefits

- Partner with the SVP/COO to manage the benefit renewal process and monitor all benefits to ensure that they are cost effective and support employee needs.
- Support and implement methods to not only provide monetary rewards to employees, but also non-monetary benefits that will increase the intrinsic motivation of all ASP employees.

General HR Administration

- Oversee personnel administration, including employee database, personnel files, benefits enrollment and paid time off.
- Review, update and enforce ASP policies and procedures making certain that they align with the mission of the organization to transform the lives of youth and poor communities.
- Insure that the ASP policies and practices are current with both state and federal laws relevant to employment policies and benefits.



Qualifications and Experience

Required skills:

- Excellent interpersonal, communication and coaching skills in order to counsel a wide range of employees.
- Ability to thrive in a fast-paced entrepreneurial environment focused on results.
- Strong problem-solving skills.
- Excellent written and verbal communication skills with the ability to effectively influence at all levels of the organization, including stakeholders and staff within and outside of the ASP.
- Superb judgment and listening skills, with the ability to handle sensitive and confidential information with diplomacy and discretion.
- A passion and commitment towards creating opportunities for youth from poor communities outside of school programs.
- Proficient computer skills, including use of MS Word, Excel, PowerPoint, and Outlook.

Required experience:

- 7+ years' experience leading effective talent recruitment and development programs for organizations.
- Experience in leading an HR function with strategic HR capabilities and knowledge of ways HR can be a strategic business partner within the ASP in order to positively support growth and development.
- Practice in creation and implementation of new talent recruitment and development initiatives.
- Knowledge of the development and implementation of succession planning and leadership development programs.
- Bachelor's degree required.
- SHRM Certification recommended.

Compensation

Compensation is competitive and commensurate with experience. Excellent benefit package.

Send cover letter and resume with minimum salary requirements to mrich@careerplayinc.com