POSITION ANNOUNCEMENT

DIRECTOR, PEOPLE, CULTURE & DIVERSITY

WHAT WE DO

For nearly 50 years, donors, nonprofits, communities, government, and civic leaders have trusted San Diego Foundation (SDF) to transform lives, partnering with us for lasting change that moves our region forward. As San Diego’s largest regional community foundation, it’s our job to understand the pulse of our local communities better than anyone, enabling donors and nonprofit partners to tackle the most critical needs facing San Diegans. With $1.4B in assets under management, we are committed to delivering world-class philanthropy, fostering equity of opportunity, building resilient communities, and advancing racial and social justice. As community needs evolve, we move quickly to assist our partners in supporting a variety of San Diego causes. To date, we have granted more than $1B in grants to nonprofit organizations throughout our region.

Our core impact areas include:

- **Children & Families** – Investing in research, advocacy, and grantmaking in areas from early education to health equity.
- **Education** – Supporting school districts and nonprofit organizations to enhance learning and increase college access and completion.
- **Environment** – Working to increase equitable access to the outdoors and fighting climate change, so we can keep San Diego beautiful.
- **Housing** – Partnering with municipalities, nonprofits, and developers, so we can increase housing access and affordability for all San Diegans.
- **Racial & Social Justice** – Creating equitable opportunities to build generational wealth is one of the best ways to support our multicultural region and its diverse population.
- **Workforce Development** – Collaborating with business and community partners, we champion career training that meets our region’s workforce needs.
- **Crisis Philanthropy** – Responding when crisis strikes, San Diegans look to us for emergency assistance and ongoing support and recovery from wildfires, floods, and other disasters.

LEADERSHIP & CULTURE

Our vision is for just, equitable, and resilient communities, which we work to accomplish through our mission of inspiring enduring philanthropy and enabling community solutions to improve the quality of life in our region. SDF is led by a dynamic and well-respected leadership team dedicated to moving our region forward - together. Our CEO, Mark Stuart, brings nearly 30 years of experience in the fields of fundraising, community-building, and leadership. Since joining the organization in 2019, Mark has overseen incredible growth at SDF, building a culture of inclusivity, transparency, and innovation. The creation of the new Director, People, Culture & Diversity position is a key part of that vision. They will report to Chief of Staff and Vice President, Brian Zumbano, an accomplished philanthropy professional and 5-year veteran of SDF. Working closely with Brian and the rest of SDF’s executive team, they will lead meaningful change and impact across the organization.
COMPENSATION & BENEFITS

- Salary - $131,000 - $145,000
- 100% employer-paid medical, dental, vision, AD&D, long-term disability, and life insurance
- PTO: 120 hours PTO, paid health care time, 1 week off with pay each July
- Sabbaticals at 5-year anniversaries
- 403(b) retirement plan with up to 4% match and a discretionary contribution, 100% vested after 3 years of service
- $1,000 tuition reimbursement per calendar year
- Cell phone and home internet reimbursement
- Gym reimbursement

LOCATION

This is a hybrid role, with an office located at the San Diego Foundation - 2508 Historic Decatur Rd #200, San Diego, CA 92106.

POSITION SUMMARY

This newly created position represents an extraordinary opportunity to impact the way we think about and develop our people. The Director, People, Culture & Diversity will be encouraged to take full ownership of our HR function. This is a very high-profile position and will have a significant impact on the employee experience of every team member at SDF. At the broadest level, the Director will ensure SDF meets its commitment to developing all team members to their fullest potential, and that our organization is an outstanding place to build a career in the nonprofit sector. The Director will oversee all areas of Human Resources, including HR administration, DEI, talent acquisition/management, training and development, and compensation. A significant focus across all these areas will be the design and implementation of individualized career pathways and pipelines, enabling SDF to hire, retain, develop, and promote the next generation of philanthropy leaders. The Director will lead a team of three direct reports (HR Generalist, HR Analyst, and Receptionist) and oversee our facilities management vendors.

Year one priorities include:

- Develop and implement a comprehensive DEI strategy reflective of our vision, mission, and values.
- Evaluate and modernize SDF’s HR function, including policies, procedures, and technology to ensure we have a world-class Human Resources department.
- Grow a humancentric culture that empowers team members to live our purpose and values.
- Create career pathways and pipelines across the organization to develop and retain diverse talent.
- Serve as a thought partner and sounding board to senior leadership, driving important conversations around people, culture, and diversity at all levels.
- Develop strategies for successfully engaging, managing, and developing remote and hybrid staff.
- Recruit, engage, and retain talent that reflects the communities we serve.
- Stay at the forefront of HR practices, driving innovation and ensuring we are a learning organization.
DUTIES & RESPONSIBILITIES

• Create and implement HR systems that will meet the needs of the organization today and sustain organizational growth into the future.
• Increase HR’s profile, playing a more active role in all areas of the organization; boost connectivity between staff across all programs and departments; work to eliminate silos.
• Develop and implement a comprehensive DEI strategy and employee engagement plan.
• Oversee all aspects of employee benefits, training, payroll, workers’ compensation, and employee performance processes.
• Oversee compliance with federal, state, and local legal requirements, stay current with new and future guidelines and legislation, and serve as our go-to advisor in all areas of HR.
• Maintain records, reports, and personnel files in accordance with applicable labor laws.
• Partner effectively with staff at all levels of the organization, building trusting, respectful, and highly communicative relationships.
• Build effective relationships with building tenants and vendors.

BACKGROUND PROFILE

• Demonstrated HR experience, with strong knowledge of organizational development and HR management principles including labor regulations, state and federal compliance requirements, and HR best practices.
• Strategic, innovative, and hands-on approach to all aspects of HR and operations; adept at analysis, strategic planning, and change management; adaptable and creative in diversifying offerings in response to organizational needs.
• Hands-on experience building and maintaining positive and inclusive workplace cultures; prioritizing inclusivity and promoting a collaborative, cross-cultural understanding to build stronger teams.
• Excellent communication skills, written and oral; ability to establish and maintain effective working relationships with management, employees, and stakeholders.
• Collaborative leader with the ability to multi-task, and delegate, while maintaining vigilant attention to detail.
• Committed to the SDF’s mission, maintaining perspective, a professional demeanor, leading with empathy and inclusivity, and building community.

COVID-19 VACCINATION POLICY

The selected finalist will be asked for a copy of their vaccination card at the time of hire. If they are not vaccinated, other arrangements will be made.

FOR MORE INFORMATION OR TO APPLY, PLEASE CONTACT:

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