Senior Director for Culture, Operations, and Human Resources

The Center for Collaborative Education seeks a Senior Director for Culture, Operations, and Human Resources to develop an equity-driven, modernized people strategy that is aligned with the organization’s core values and strategic priorities. This position is responsible for ensuring effective operational excellence and smooth day-to-day management including the oversight of essential internal systems and functions. The Senior Director will facilitate an antiracist workplace culture focusing on retaining and supporting talented staff. As the organization continues to grow, the Senior Director is responsible for ensuring that our processes and systems adapt and improve.

As part of the CCE team, this position will actively participate in our ongoing justice, diversity, equity, and inclusion work. We are committed to centering communities in all aspects of our work, operating with a racial equity lens, building collaborative relationships with our partners, and continuously improving. As an organization we are actively reflecting on and improving our internal culture and developing our competencies to support and work with organizations, schools, and districts.

The Senior Director will be an adaptive senior leader with demonstrated experience and success in building an antiracist organizational culture and systems. The position will report directly to the Executive Director and serve as a member of the Senior Leadership team. The Senior Director will work across the organization to put forth strong systems that will result in:
• An antiracist, more inclusive, and adaptive organizational culture
• More streamlined and interdependent operational systems
• Stronger and more responsive human resource practices and systems

As an organization with a national scope and a flexible working style, we prioritize hiring the best person for each role, regardless of geography. Post-Covid-19 restrictions, up to 5% travel may be required. The role is a full-time role.

About the Center for Collaborative Education (CCE)

The Center for Collaborative Educational is a national impact driven organization that is committed to working with schools, districts and communities to increase educational equity so that students succeed, and communities thrive.

Responsibilities

The Senior Director for Culture, Operations, and Human Resources role is composed of three major areas:
• Human Resources and Development
• Operations and Systems
Culture Building and Organizational Growth

The Senior Director is expected to place a roughly equal emphasis on all three components. Since this is a new role we expect that there will be adjustments to the position as we learn.

In this position, you should expect to:

- Lead CCE’s work in building an inclusive, equity seeking and antiracist organizational culture that embodies CCE’s mission and leads to organizational growth by:
  - Collaborating with the Senior Leadership Team to understand CCE’s long-term mission and goals related to a vision for workplace culture, organizational growth and the organization’s human capital needs and policies
  - Coordinating activities related to justice, diversity, equity, and inclusion with Senior Leadership Team
  - Leading the organization’s internal initiatives, related to change management, employee engagement, team effectiveness, and staff coaching as needed
  - Coordinating activities and actions that promote growth in a virtual workspace
  - Coordinating and supporting partnership development to drive more equitable outcomes for all stakeholders
  - Helping plan monthly staff meetings and other staff gatherings (e.g., retreats, quarterly meetings) to build a healthy and more inclusive equity seeking and impact-based culture

- Oversee multiple HR functions and ensure a positive experience throughout the employee life cycle by developing the best programs, processes, and practices for our team by:
  - Setting a clear and compelling vision and strategic priorities for attracting, onboarding, developing, training, and retaining diverse talent
  - Conceptualizing, leading, implementing, and monitoring human capital programs, systems, and policies—including, but not limited to, compensation strategies, training and development, performance management, employee engagement, employee benefits, and retention aligned with organizational mission, strategic priorities, and impact
  - Reimagining the current onboarding process and implementing a thoughtful, innovative process that considers the differentiated roles and levels of staff that are hired by the organization
  - Developing and implementing an organizational strategy to attract, retain, and promote a diverse and inclusive workforce and evolve current talent strategy to improve and expand the diversity of candidate pools for existing and future roles
  - Oversee and align the staff policy manual
  - Providing support to staff for HR related needs
  - As necessary, support the Executive Director with employee relations concerns and provide guidance and/or recommendations for resolution of issues

- Lead the development of operations and systems, in conjunction with the Senior Leadership Team, that results in clear processes, procedures, and practices to ensure efficiency and operational excellence by:
  - Collaborating with the Executive Director and Senior Leadership to estimate and forecast core team needs based on organizational priorities
- Overseeing the Information Technology needs of the organization
- Developing the organizational performance review process
- Coordinating internal and external reporting and budgets with the Finance Department
- Developing internal systems to support the work of the Research, Finance, and Communication Departments in operationalizing the CCE mission
- Supporting project leads and senior leadership by leading grants management and application processes

**Qualifications**

The Senior Director for Culture, Operations and Human Resources must demonstrate deep experience and passion in developing systems and processes that result in an explicitly equity-seeking, antiracist organization. CCE is looking for a diligent worker who seeks out challenges, is prepared to overcome obstacles, and who has the vision, practical expertise, and collaborative team-building skills to get the work done. In addition, the selected candidate must have:

- A passion for and commitment to working with schools, districts, and communities to increase educational equity so that all students succeed, and all communities thrive
- A deep understanding of and commitment to justice, diversity, equity, and inclusion. Experience in building equity-driven, antiracist talent management strategies and organizational culture development
- More than seven years of experience and success working in HR, Talent Acquisition, and Organizational Development, preferably with a nonprofit and/or professional services organization. Experience in the non-profit and/or K-12 public education sector highly desired
- 5+ years of experience supervising, mentoring, and developing staff
- Experience leading teams and developing, coaching, and retaining staff with a focus on cultivating a data-driven, purposeful, and high-feedback culture; building efficiencies and implementing process improvements
- Experience developing and operationalizing talent management strategies, including performance management, career development, and core competency models
- Demonstrated project management skills with ability to work independently and as a collaborator, to take initiative, and to manage multiple tasks and projects at same time
- Ability to thoughtfully give and receive feedback, and experience doing so
- Excellent interpersonal and relationship building skills with the capacity to collaborate with many diverse stakeholders within the organization, work effectively and collaboratively in a team environment, and facilitate joint problem-solving with the team
- Established credibility as a reliable and innovative problem-solver, strategic thinker, and thought partner
- A well-rounded interpersonal skill set with the capacity to collaborate with many diverse stakeholders within the organization, work effectively and collaboratively in a team environment, and facilitate joint problem-solving with the team
- Flexibility as a leader who can operate at a highly strategic level but can also perform tactical HR-related responsibilities
- Comfort with and interest in joining a growing organization with a flexible working environment
Salary, Benefits, and Location

CCE offers a competitive salary as well as health and dental insurance; generous paid time off including sick time, vacation days, floating holidays, and personal time; 403(b) with employer match; flexible spending accounts; and transportation/internet services and cell phone subsidies. CCE offers a virtual (work from home) office environment with in-person meetings as needed and travel on occasion if a project requires it.

Further information about the Center for Collaboration Education can be found at their website: https://www.cce.org.

Application Process

To be considered for this leadership position, please submit a cover letter, resume, and three letters of reference here. Your cover letter should clearly indicate why you are interested in this job and how you have been an equity seeking and antiracist leader.

The Center for Collaborative Education is an equal opportunity/affirmative action employer and is committed to diversity in the workplace.