

SOUTHERN ARIZONA AIDS FOUNDATION

DIRECTOR of PEOPLE & CULTURE JOB DESCRIPTION

Scope of Work: The Director of People & Culture (DPC) is a member of SAAF's Executive Leadership Team and reports directly to the Chief Executive Officer (CEO). The DPC is responsible for ensuring that SAAF and its diverse staff are properly supported in all human resources and IDEA functions and activities, during a time of strategic growth for the agency.

Functional Responsibilities:

- 1) Performs and supervises effective and efficient administration of routine human resources functions of SAAF.
 - Leads and develops a People & Culture Department in providing exceptional customer service to employees at all levels of the organization, modeling and demonstrating care, vulnerability, perspective, and shared accountability while contributing to a spirit of trust and high morale.
 - Maintains the Human Resources Information System (HRIS) and all personnel files for all required processes and transactions that provide data and reporting, and utilizes HRIS data to create reports and conduct analysis of HR metrics and present findings to leadership.
 - Maintains current knowledge and application of all relevant federal, state, and local employment laws and regulations and reviews and modifies policies and procedures to ensure compliance.
 - Communicates changes in policies, practices, and compliance to leadership and staff.
 - Coordinates and manages all benefit plans (health, dental, vision, retirement, etc.), oversees the related benefits administration and compliance reporting, oversees processes for workers compensation, disability, leave, workplace accommodations, and health and safety issues.
 - Addresses employee relations issues, supports conflict resolution, conducts investigations, initiates resolutions, and facilitates effective improvements when needed.
 - Advises the CEO on all HR issues and serves as a subject matter expert in all HR functional areas.
 - Other duties as assigned.

- 2) Leads, establishes, and implements innovative and meaningful strategies supporting SAAF staff at all levels.
 - Oversees the strategic development and administration of HR programs including compensation, benefits, leave, employee relations, performance, recruitment, employee engagement, safety, on-boarding, and training and development.
 - Develops and executes recruitment and retention strategies to ensure effective staffing, career development, and succession planning, with a focus on ensuring SAAF's workforce has a diversity of experiences and backgrounds to best meet the needs of SAAF's clients.
 - Maintains knowledge of trends, best practices, regulatory changes, and new technologies in HR, talent acquisition, and employment law, and makes recommendations for improvements as needed.
 - Plans, develops, and implements policies, processes, training, and initiatives to support SAAF's Human Resources (HR) compliance and strategy needs.

- 3) Works with leadership and front-line staff to establish, improve, and meet the needs of SAAF’s internal culture.
 - Serves as a coach and advisor, using an equity lens / approach, for all levels of leadership and staff throughout the organization.
 - Works directly with staff, staff-led committees, and bridges needs of staff with leadership to help support understanding the culture of SAAF and continuing the development of a positive and dynamic internal culture.

- 4) Leads and supports IDEA work throughout the agency, building in long-term sustainability to staff and community clients from all backgrounds are supported in a cultural relevant manner.

Minimum Qualifications:

- 5 years’ experience in a Senior HR Generalist role (or similar), with at least 3 years’ experience partnering directly with leadership with accountability for implementing HR strategies, and professionally ready to be the lead HR individual in an organization of over 100 staff
- Lived experience as a member of the LGBTQ+ community, and/or strong allyship supporting LGBTQ+ staff and the LGBTQ+ community
- Experience that demonstrates fluency engaging with communities of color, LGBTQ+ communities, and communities impacted by HIV.
- Experience and work in the IDEA space.
- Experience supervising and developing staff.
- Expertise in all HR functional areas, HRIS systems and software, employment law and compliance, with strong business acumen and leadership skills.
- Effective interpersonal skills and the ability to collaborate with key stakeholders to achieve organizational goals.
- Expertise in analysis, critical decision making, project management, and process improvement.

Preferred Qualifications:

- Bachelor’s degree in Human Resources or a closely related field.
- Professional Certification such as SHRM-CP, SHRM-SCP, PHR, or SPHR.
- Experience in change management, mediation, and conflict resolution.
- Prior, recent experience working in the non-profit sector.

Compensation: Minimum \$80,000, DOE; benefits include health, dental, and life insurance; long- and short-term disability insurance, 401k match.

To Apply: Submit letter of interest, resume with dates of employment, and names, addresses, and phone numbers of three professional references to the CEO, Southern Arizona AIDS Foundation, 375 S. Euclid Ave., Tucson, AZ, 85719, or email to hr@saaf.org, or visit www.saaf.org. Open until filled.

Affirmative Action: The Southern Arizona AIDS Foundation is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, age, or disability.

People who use (or used to use) drugs, current or former sex workers, people of color, women, members of the LGBTQIA communities, those who have experienced housing insecurity, people who have received harm reduction services, and people living with HIV/AIDS and/or hepatitis C are strongly encouraged to apply.

Start Date: Fall, 2021.