

Job Title: Chief People & Culture Officer
Reports to: Chief Executive Officer
Supervises: Human Resources Manager

Position Summary

The Chief People & Culture Officer (CPCO) is a senior leadership partner who helps build CRCC's capacity to change and achieve greater organizational effectiveness. In addition to leading diversity, equity and inclusion initiatives, this position owns the strategy and execution of attracting, retaining, engaging, motivating and developing talent, as well as nurturing a trauma-informed organizational culture that embodies our values and helps employees of diverse backgrounds feel safe, welcome and included.

Interfacing directly with the CEO and Executive Team, the CPCO oversees organization-wide HR operations; provides strategic guidance to senior leadership on employee relations and communication; and develops, improves and reinforces talent strategies, structures and processes. This role will:

- Develop and implement an organization-wide strategic diversity, equity and inclusion (DEI) plan.
- Create and implement a vision for inclusive communications, employee engagement, and recognition in an increasingly virtual organization.
- Build and cultivate a pipeline of the best and most diverse talent available, ensuring operational best practice and positioning CRCC as an employer of choice.
- Play a lead role in structuring, supporting and partnering with all levels to ensure the workforce and culture is aligned with the organization's needs, strategy and budget.
- Ensure appropriate accountability and high performing teams by working with managers to ensure ever-improving accountability structures. Work together with managers on establishment or revision of annual goals, tracking of performance, ongoing coaching and feedback for employees, active approaches for disengaging with poor performers, and other best practices associated with managing performance to achieve a high performing organization.
- Create and implement a comprehensive long-term vision for team member development, including both guidance for managers and implementation tools, to enable ongoing learning & development and ensure staff are engaged, productive and prepared for future growth.
- Guide all employees through organizational changes, as well as advise the President & CEO on critical organizational strategy and change management issues in a mission-focused nonprofit.
- Lead the activities of the Human Resources Manager and develop the skills and responsibilities needed for the position to ensure maximum impact to the organization.

Physical Demands/Working Conditions

Normal office environment requirements. Limited (<10%) travel required.

Required Qualifications

Education, Training and/or Experience

- Bachelor's degree in Business, Human Resources or related field
- 8+ years of relevant HR experience
- 3+ years acting as the HR functional lead for an organization or business unit
- Experience leading diversity, equity and inclusion and change management initiatives

- Experience providing coaching to an internal or external client base
- Knowledge and experience applying state and federal employment regulations

Knowledge, Skills, Abilities

- Proficiency with Microsoft Office Suite
- Outstanding communication and presentation skills
- Stellar interpersonal and relationship building skills
- Ability to influence senior management, establish and maintain collaborative partnerships and provide thought leadership
- Proven ability to build strong working relationships, internal and external to the organization

Preferred Additional Qualifications

- MBA or Master's in Human Resources Management, Organizational Development or related
- Experience in non-profit environment as professional staff or leadership volunteer
- PHR, SPHR, CDE and/or CDP certifications

Cleveland Rape Crisis Center is dedicated to building a culturally diverse and pluralistic staff committed to teaching and working in a multicultural environment. Qualified applicants will receive consideration for employment and will not be discriminated against based on race, color, religion, sex, sexual orientation, gender identity/expression, national origin, disability status, protected veteran status, or any other characteristic protected by law.