



VICE PRESIDENT OF HUMAN RESOURCES & TALENT DEVELOPMENT

Executive Recruitment

Conducted by



THE BYERS GROUP

EXECUTIVE SEARCH AND C-SUITE CONSULTING

THE GREENLINING INSTITUTE

Founded in 1993, The Greenlining Institute (Greenlining) is committed to building a just economy that is inclusive, cooperative, sustainable, participatory, fair, and healthy. Greenlining's multifaceted advocacy efforts address the root causes of racial, economic, and environmental inequities in order to meaningfully transform the material conditions of communities of color in California and across the country. Greenlining acts as an incubator of new policy ideas, a bridge builder between people, communities and government, and an advocate to build momentum for transformative change.

Headquartered in Oakland, California, Greenlining's approach connects community leaders with policymakers, researchers, and private sector leaders. Greenlining's design and support policies are created to open doors to opportunity, recognizing that America's racial wealth gap was created by deliberate policy choices, and it will take deliberate, race-conscious choices to end it. Greenlining doesn't see these interactions as a zero-sum paradigm in which one side must win and the other must lose. Instead, Greenlining reaches for win-win solutions that expand opportunity for all Americans. Greenlining has a workforce of approximately 50 employees with an annual operating budget of \$10-\$12 million.

VISION

Greenlining envisions a future where communities of color can build wealth, live in healthy places filled with economic opportunity, and are ready to meet the challenges posed by climate change. To achieve this vision, Greenlining is committed to building a just economy by acting as an incubator of new policy ideas, a bridge builder between diverse partners, and an advocate to build momentum for transformative changes.

AREAS OF FOCUS

Greenlining works on a variety of issues because they recognize that economic opportunity does not operate in a vacuum. Currently Greenlining is focused on the following programmatic equity issue areas: Economic, Climate and Transformative Communities. Greenlining does not see these issues as being in separate silos, but as interconnected threads in a web of opportunity.

As articulated in its 2020-2023 Strategic Plan, Greenlining Institute will:

- Grow our influence statewide and nationally
- Streamline our issue-based work and build out our housing and homeownership efforts
- Engage our community more deeply, beginning with cultivating the membership of Greenlining's Coalition
- Shift public and private sector policies and practices in ways that advance racial equity
- Expand resources that flow to communities of color
- Build our internal capacity to carry out this important work

To further complement and advance the programmatic and equity agenda, Greenlining's Leadership Academy trains the leaders of the future to be effective advocates for justice and fairness. Through its programs, the [Academy](#) has trained and empowered over 1,000 young leaders since 1996.

IMPACT

Since 1993, Greenlining has passed policies and negotiated with banks and other corporations to direct over \$339 billion in investments into communities of color. They pioneered cross-sector solutions and advanced a racial equity lens in leading industries that have traditionally been overlooked by civil rights leaders. Greenlining has worked closely with local jurisdictions to implement policies and practices that maximize benefits to disadvantaged communities as a foundation for systemic change. This has brought real, practical benefits to underserved communities, from jobs in clean energy industries to protection for low-income Californians against unfair utility shut offs.

Greenlining's over 1,000 Leadership Academy graduates continue to spread Greenlining values of diversity, empowerment and racial equity throughout the corporate and nonprofit worlds, city councils, school boards and even the California Supreme Court.

ABOUT THE POSITION

The Greenlining Institute seeks a courageous, strategic, collaborative, and visionary leader in the role of Vice President of Human Resources and Talent Development (VP HR) to build on its legacy of advancing economic opportunity and empowering people of color; ensure consistent achievement of its mission and financial objectives; and position the organization for strategic growth while embodying an unrelenting focus on equity. As a member of the organization's senior leadership team, the VP HR reports to the CEO and is a key advisor and consultant to the CEO and the Leadership Team on all HR and talent matters. Greenlining works under a Professional Employer Organization (PEO) model with ADP-Total Source as its PEO. The VP HR is the primary contact with ADP.

The VP HR's primary responsibility is leading the strategic and operational activities of the Talent Development functions which includes Human Resources, Payroll, and the Leadership Academy. This key leadership role creates and leads people-centric and multigenerational strategies that support staff through their entire employment life cycle and makes strategic decisions supporting Greenlining's efforts to be an "employer of choice." The VP HR's charge is to build a culture that advances Greenlining's mission while also providing leadership development opportunities throughout the organization and especially for participants of the Leadership Academy. This role holds various internal engagements - working with Greenlining's board, external partners, leaders, and staff.

The key priorities for the VP of Human Resources & Talent Development will be to:

1. Conduct a comprehensive assessment of the talent climate, employee experience, organizational culture, the HR function, structure, systems, and policies. Establish and implement the infrastructure needed to be a high performing and strategic HR department.
2. With input and assistance from all employees, refine and adjust the current performance evaluation process and introduce the new process to all staff.
3. Develop a supervisor training, support and assessment program that incorporates management best practices and ensures supervisors are equipped to provide high-quality supervision.
4. Work collaboratively with hiring managers to fill current vacancies.
5. In collaboration with the Management Team, create and implement an organization-wide learning and professional development strategy – one that will both address immediate skill/knowledge gaps and establish career growth plans.
6. Evaluate current Covid policies and regulations and align the organization with the new future of the workplace.

MAJOR AREAS OF RESPONSIBILITY

Strategic Direction and Oversight of Workforce Planning and Development for Greenlining

- Always embodies Greenlining's values and standards for conduct and ethics
- Genuinely promotes Greenlining's culture of inclusion and champions our mission
- Provides leadership, planning and delivery of division goals
- Supports knowledge management, internal learning, and succession planning
- Ensures strong positive relationships are developed with other departments and stakeholders
- Oversees and monitors compliance with relevant federal, state, and local regulations

Staff Leadership & Management

- Fosters engagement and organizational commitment of staff by effectively leading, providing direction, setting goals, and communicating information to empower staff for optimal outcomes
- Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems
- Proactively aligns individual work plans with team level goals and organizational aims
- Uses rigorous methods and systems to keep projects on track and achieve team goals
- Cultivates growth in all core competency areas including Communication, Collaboration, Strategic Innovation, Technical Expertise, Adaptability and Accountability
- Encourages professional development by promoting a growth mindset, providing stretch opportunities, and coaching staff on career progression strategies
- Support and maintain a diverse and inclusive workplace culture to attract, retain, and motivate an exceptional, high performing team

- Provides leadership in applying and embedding a diversity, equity and inclusion framework to the workplace environment and experience
- Support staff alignment with organizational priorities and collaboration across teams
- Carries out supervisory responsibilities while adhering to Greenlining's policies and applicable employment laws
- Execute a high level of HRIS software designed to help Greenlining meet its core HR needs and improve productivity at all levels of the organization.

Leadership Academy and Casa Joaquin Murrieta Management

- Oversee and manage mentorship and supervision of Leadership Academy and its participants
- Provide support to Academy team members working directly with development of curriculum and programming
- Align Leadership Academy goals and objectives with all Greenlining Institute work plans and outcomes
- Management and oversight of Casa Joaquin Murrieta, a multi-ethnic residential community that supports leadership development and academic success while providing a nurturing environment for university students.

Fundraising and Financial Management

- Will work closely with the Board of Directors and support board members on their governance responsibilities
- Prepares and manages the Division's budget to ensure organizational and programmatic needs are met while operating within legal and budget parameters
- Work in partnership with the Development team to plan for and secure necessary resources for the Leadership Academy.

Communications and Stakeholder Relations

- Broadly and strategically promotes and positions the division's and organization's goals to ensure that the organization is consistently presented to relevant shareholders.
- Guides the development of a coordinated communications strategy to effectively tell the story of Greenlining's work and incorporate strategic talent acquisition and retention communications
- Establish sound working relationships and cooperative arrangements with other allied community groups and organizations
- Represent the programs, policy positions, and point of view of the organization to agencies, community partners, funders, and the general public via writing, speaking, conferences and other engagements
- Prepares periodic reports outlining the talent and HR function, operational successes or challenges, and recommendations for accelerating Greenlining's people impact.

The scope of responsibilities is not limited to those listed above and may change as organizational needs evolve. Specific work plan goals are developed each year to inform performance targets.

THE IDEAL CANDIDATE

The VP HR position is a unique opportunity to fulfill a critical leadership role and provide much needed talent management support to a growing organization. The Greenlining Institute is looking for an experienced, people-centric, mission-driven leader and strategic human resources business partner, who has an expressed deep passion and authentic commitment to advancing equity and inclusion for people of color.

The VP HR will be a demonstrated leader with a successful track record of creating a high performing HR department that encompasses strategic approaches to talent development in the nonprofit sector. The ideal candidate is a big picture thinker who creates and leads the people and organizational strategy that aligns with Greenlining's strategic objectives and ensures that an effective HR system infrastructure is in place. Successful candidates will have strong hands-on HR generalist backgrounds and are able to perform and direct the various HR functions with solid experience in HR systems, learning/organizational development, and culture building.

The ideal candidate will personify an influential and facilitative leadership style, possess outstanding interpersonal skills and a forward-looking collaborative approach to managing talent in the non-profit sector, as well as the following experiences and attributes:

- Demonstrated commitment to Greenlining's mission, vision, values and goals and an understanding of the intersectionality in Greenlining's work, culture, and workplace.
- Demonstrated commitment and experience in advancing equity and inclusion for people of color.
- Formal and applied knowledge of best practices in all areas of Human Resources.
- Ability to evaluate existing systems and develop and implement improvements.
- Experience visioning and designing people-centric engagement strategies, HR programs and processes and implementing details that also balance the needs of the organization.
- Personifies an executive presence, a dynamic professional style, and the ability to inspire confidence to all levels of the organization and with all constituencies.
- Always embodies Greenlining's values and standards of conduct and ethics.
- Courageous, strategic, collaborative, and visionary leadership while being accountable, approachable, empathetic, effective, and inspiring.
- Track record of demonstrated leadership accomplishments and superior performance, including excellent professional judgment and decision-making ability.
- High degree of professional maturity and judgment to establish credibility and respect among senior management and leadership.
- Skilled and experienced in giving and receiving constructive feedback and teaching others to do the same.
- Strong relationship-building skills; ability to work effectively across a range of diverse demographic and personal and professional experience levels.
- Experience navigating issues of diversity, equity, and inclusion in the workplace, and demonstrated success achieving and maintaining racial equity, diversity, and inclusion with a track record of holding people accountable to these values.
- Demonstrated ability to share information to educate, inform, create consensus; to work to calm situations, de-escalate issues and mediate conflict.

- A consensus-builder with strong emotional intelligence to relate to, understand and lead a team.
- Excellent verbal and written communication skills and the ability to confidently speak and represent the organization in local, regional, and national forums.
- Ability and willingness to travel, as needed, to meetings and conferences throughout the state and possibly other locations.
- Ability to build and motivate strong, efficient teams that exhibit high levels of trust and accountability.

EDUCATION & EXPERIENCE

- Bachelor's Degree required. Master's Degree in a related field strongly preferred.
- 7 years in similar executive level role with a strong and significant track record of success in strategic organizational development, workforce development, executive coaching, and HR systems.

COMPENSATION AND BENEFITS

Salary based on experience. Superb benefits including health, vision and dental insurance premiums covered at 100% for employee and dependents as well as Life and Long-Term Disability Insurance. We provide a 5% annual salary match that is immediately vested to your 401(k)-retirement plan. Work-life balance is supported with a 35-hour work week and hybrid work schedules. Many other generous paid time off programs including vacation, sick leave, paid parental leave and 14 paid Holidays.

Salary Range: \$150,000.00 To 165,000.00 Annually

APPLY

The position will remain open until filled. First consideration will be given to applications received by **March 10, 2023**. To apply for this outstanding opportunity, please electronically submit your resume and letter of interest to The Byers Group at: vp.hr@byersgroupca.com. The letter of interest should outline why you are interested in joining The Greenlining Institute and your relevant accomplishments. Also, please provide two examples of why you would be a strong candidate and the key attributes you would bring to this position.

Confidential inquiries are encouraged and can be directed to: Ms. Brett Byers, 323-403-8279, brett@byersgroupca.com.

Greenlining is an Equal Opportunity Employer that does not discriminate on the basis of actual or perceived race, color, national origin, ancestry, sex, gender, gender identity, pregnancy, childbirth or related medical condition, religious creed, physical disability, mental disability, age, medical condition (cancer), marital status, veteran status, sexual orientation, genetic information, gender expression, military and veteran status, genetic information or any other characteristic protected by federal, state or local law. Our management team is dedicated to

this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, staff member activities and general treatment during employment.