



Position: **Director of People and Culture**
Reports to: VP of Operations
Direct Reports: 1
FLSA: Full-Time Exempt
Work Model: Hybrid – Tuesday through Thursday in-office, with the option for remote work Monday and Friday based on the needs of the role.

ABOUT MEYER

With current assets of approximately \$880 million, Meyer Memorial Trust is one of the largest private funders in Oregon. Established in 1982 from the estate of Fred G. Meyer, we have awarded grants and program-related investments in excess of \$930 million to more than 3,500 organizations.

In 2020, we announced a five-year, \$25 million initiative — the largest in our organization's history — to uplift Black Oregonians. Co-created with communities, Justice Oregon for Black Lives has deepened Meyer's commitment to racial justice by making community-informed investments in Oregon's Black community.

In 2022, Meyer adopted a new mission — to accelerate racial, social and economic justice for the collective well-being of Oregon's lands and peoples. We use an anti-racist, feminist lens to support communities, strengthen movements and change systems to build an Oregon that works for all.

Meyer has a diverse and committed board of trustees who each bring a wide breadth of expertise from various sectors and industries.

Learn more at mmt.org.

POSITION SUMMARY

The Director of People and Culture will play a pivotal role in shaping and leading all aspects of human resources and actively curating culture at Meyer. This role will include responsibility for both developing and executing mission-aligned People and Culture strategy in support of the overall business plan and strategic direction of the organization, focusing on both critical initiatives and day-to-day operations.

A member of the senior leadership team, the Director of People and Culture will report to and serve as a trusted thought partner to the VP of Operations, as well as a key advisor to the Executive Team, and a liaison to the Board of Trustees on key HR opportunities, risks and strategic decisions. The Director will collaborate on internal Diversity, Equity, and Inclusion (DEI) matters and initiatives, as well as support, coach, and

thought-partner alongside Meyer's organizational leadership. The Director will also oversee and guide one direct report, while supporting the entire Meyer Memorial Trust staff of 35-40.

PRIMARY SCOPE

ESSENTIAL RESPONSIBILITIES

STRATEGIC AND ORGANIZATIONAL LEADERSHIP

- Provide strategic, forward-looking leadership, anticipating organizational needs and current/ future impacts of decisions and changes.
- Support both organizational success and individual staff development, considering long-term goals and immediate needs.
- Provide organizational effectiveness focus and expertise, including systems thinking, metrics, tools, technology, as well as foundational focus on budgeting, resource management, and stewardship.
- Provide human resources and organizational development expertise, coaching and thought-partnership to organizational leaders.
- Provide proactive and appropriately transparent operational leadership, balancing consistency with specific departmental needs.
- Provide leadership and staff support to the Trustee Compensation Committee.

RELATIONAL PEOPLE LEADERSHIP AND CULTURAL DEVELOPMENT

- Foster a diverse, inclusive, welcoming and affirming organizational culture across all levels of the organization, creating alignment and nurturing a cohesive, resilient culture.
- Employ adaptive and relational leadership, managing confidently and calmly while building trust across a full spectrum of stakeholders; support all levels, communication styles, and team/ individual needs, with a focus on equity and inclusion.
- Ensure effective change management and internal communications with strategic clarity, a collaborative spirit and empathy.
- Bolster strategies to advance, as well as routinely evaluate, employee engagement.

GENERAL HUMAN RESOURCES AND OPERATIONAL EXPERTISE

- Provide management and hands-on expertise across all HR functions, including talent acquisition & onboarding, learning & development, performance management, compensation, benefits, payroll, compliance, and vendor management.
- Provide proactive and appropriately transparent operational leadership, promoting consistency while addressing specific departmental differences.
- Create, manage and monitor the People and Culture budget.

EMPLOYMENT POLICY, PAYROLL & BENEFIT ADMINISTRATION

- Establish, communicate and administer all employment-related policies and practices to conform with the organization's priorities and values, as well as external laws and regulations; act as the primary contact for outside employment/labor counsel and government agencies.
- Oversee HR compliance to sustain healthy audit controls.
- Oversee semi-monthly payroll changes.

- Collaborate with executive leadership and the Trustee Compensation Committee on compensation philosophy and practices; conduct regular market analyses to benchmark and adjust compensation and benefits; communicate with clarity about total compensation.
- Provide consultation and advice to managers regarding a wide range of employee matters; resolve employment-related concerns and disputes.
- Secure benefit options that meet the needs of employees, are cost-effective, and help to attract and retain talent.
- Co-manage the administration of retirement plans.
- Co-manage & select relationships with all external benefit consultants, brokers and administrators for employee benefits and employment-related services.

PERFORMANCE MANAGEMENT & TALENT ACQUISITION

- Direct and oversee all aspects of talent acquisition, strategy and staffing needs.
- Administer and identify areas for improvement and adoption for all employee performance planning and performance feedback systems.
- Plan and develop effective employee and team development programs and strategies as well as management skills training, demonstrating a deep commitment to talent development and retention.

KEY COMPETENCIES

- Excellent judgment and negotiation skills, with an eye toward translating strategy into trusting relationships.
- Exceptional and adaptable management skills, with an understanding of the difference between leadership and management – and the ability to exercise both.
- Demonstrated ability to work as a collaborative partner within a senior management team and a supportive resource for employees, possessing highly developed interpersonal skills and strategic insight, high personal and professional standards of transparency and accountability, and an understanding of the breadth of what is required to be a successful HR thought partner.
- Demonstrated ability to work effectively and sensitively with a broad range of diverse groups as evidenced by excellent listening and communication skills, balanced and reasoned approaches to problems, ability to inspire trust and confidence, and flexibility and openness to differing points of view.
- High ethical standards, compassion, and the ability to make fair and credible conclusions and determine appropriate actions.

MINIMUM QUALIFICATIONS

- 4+ years of strategic, organization-wide leadership and cultural development responsibility.
- 6+ years of broad and direct, hands-on experience in the field of Human Resources including talent acquisition & onboarding, learning & development, performance management, compensation, benefits, payroll, compliance, and vendor management.
- Deep understanding of and appreciation for the mission and day-to-day work of Meyer as well as an understanding of the broader field in which it operates. Genuine enthusiasm and passion for philanthropy. Lived or work experience with racial or social justice and/or implementing DEI initiatives is preferred.
- Expert knowledge of federal and state employment laws and regulations, ERISA requirements, and wage and hour regulations.
- Deep expertise in internal communications and change management.

- Reside within daily commuting distance of Meyer headquarters.

PHYSICAL DEMANDS/WORK ENVIRONMENT

Meyer Memorial Trust is committed to the principles of equal employment opportunity and compliance with all federal, state and local laws concerning employment discrimination, including the Americans with Disabilities Act. To this end, Meyer ensures equal opportunity to all employees and applicants regardless of race; color; age; gender identity or expression; sexual orientation; religion; marital status; national origin or ancestry; citizenship; lawful alien status; physical, mental or medical disability; veteran status; or liability for service in the United States Armed Forces.

Transgender, gender non-conforming and gender non-binary job applicants, as well as applicants with disabilities and applicants with criminal record histories, are encouraged to apply.

While performing the duties of this job, the employee will:

- Engage in regular communication in person as well as through electronic means.
- Routinely use computer laptops, tablets, desk phones, photocopiers, and monitors, including digital screens.
- Occasionally move up to 10 pounds.
- Work in a business setting of open cubicles with an estimated 45-60 decibel noise level.

The physical demands and work environment described are representative of those for an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

HIRING TIMEFRAME

- Meyer is seeking to have a candidate in place by Early Fall 2024.

COMPENSATION

Salary Range: \$177,300 – \$200,000

REWARDING BENEFITS

Meyer offers a comprehensive benefits package that includes medical and dental plans, a flexible spending account (F.S.A.) or health savings account (H.S.A.), a generous 401(k) plan with employer match, vacation time, tuition reimbursement and transportation options for the active commuter.

TO APPLY

Please apply directly to our search consultants, Wahl & Associates, with your resume and cover letter sharing your 'why' for this opportunity via [LinkedIn](#) by **Monday, July 29, 2024**.