



People & Culture Director Job Description

Date: January 2025

Status: Non-exempt

Reporting Supervisor: Executive Director

Position Overview:

The People & Culture Director is a full-time employee of Stan Hywet Hall & Gardens hired by the President & Executive Director. He/She/They are responsible for supporting, developing and implementing initiatives that communicate and enhance the organization's culture and emphasizes the guiding principles. Key goal is to create and sustain a culture that drives employee engagement, satisfaction, productivity, retention, and alignment with mission and goals in order to foster a positive, inclusive and dynamic workplace. This position plays a significant role in shaping the organization by not only attracting but nurturing and retaining top talent at the staff, volunteer, intern and board levels. Oversight of routine human resources functions is included to create a full-service workplace model and one team approach. Best-in-class practices are crucial.

Essential Duties and Responsibilities:

1. Exhibit a professional attitude when working with the public, volunteers, and staff.
2. Demonstrate and support a culture of diversity, equity, access, inclusion and belonging.
3. Develop and implement comprehensive strategies for managing and enhancing a vibrant and transformative organizational culture, ensuring alignment and connection with the SHHG's mission, vision, guiding principles, strategic priorities as well as serving staff and volunteer needs. Define, articulate, monitor and measure effectiveness.
4. Actively promote an inclusive workplace culture where diversity is celebrated, including strategically integrating core initiatives into all aspects of operations, making equity and belonging central to SHHG's identity and practices.
5. Work tirelessly to build collaboration practices, ignite thought-leadership and creativity, polish communication streams and fuel a shared vision.
6. Organize and manage events that reinforce the organization's culture, including key moments of recognition and appreciation.
7. Utilizing a nuanced understanding of market dynamics and the organization's unique value proposition, develop a strategic approach to identify, attract, and onboard top talent, ensuring a smooth integration of new employees into the SHHG culture.
8. Design and oversee employee development programs, including leadership training, professional growth opportunities, and performance management systems to support career advancement and skill enhancement.
9. Manage employee relations, acting as a mediator in conflict resolution, addressing grievances, and fostering a positive work environment that encourages open communication and collaboration.
10. Oversee the administration of compensation and benefits programs, ensuring they are competitive, equitable, and aligned with the company's financial objectives and employee satisfaction goals.
11. Coordinate with senior management to assess organizational structure and staffing needs, making recommendations for restructuring or role adjustments to improve efficiency and effectiveness.



People & Culture Director Job Description

12. Ensure human resources practices comply with labor laws and regulations. Manage human resources-related risks and legal matters to protect the organization, including workers' compensation, unemployment and safety programs.
13. Provide leadership and management of routine human resources functions including supervision of the People & Culture Coordinator and Recruiter, oversight of the HRIS and volunteer database systems, benefits administration, FMLA, exit interview process, policies, etc.
14. Ensure confidentiality and proper retention of records.
15. Create and administer annual People & Culture budget.
16. Serve on the Committee on Directors (COD) board committee, aiding with new director identification and recruitment process.
17. Participate in required public events.
18. Other duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to accomplish each essential duty. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to relate to persons of all ages and of diverse backgrounds, skills, and abilities.
2. A track record of creativity and innovation in developing initiatives that enhance and promote company culture.
3. Strategic thinking and decision-making abilities to align company culture with organizational goals and objectives.
4. Experience with change management and the ability to navigate and lead through periods of growth and transformation.
5. Exceptional communication skills and highly developed interpersonal skills to build and maintain relationships across all levels of the organization, fostering a sense of community and belonging.
6. Strong leadership and management skills with the ability to influence, engage and inspire others.
7. A deep understanding of human resources practices, including diversity and inclusion, employee engagement, and talent management.
8. Ability to use data and analytics to measure the impact of culture initiatives and make informed decisions.
9. Comprehensive knowledge of HR laws and regulations for compliance and risk management.
10. Familiarity with HRIS and other HR technology tools that streamline HR processes and improve data management.
11. Responsible for consistently demonstrating excellent judgment, a professional manner, and maintaining discretion in the use of confidential information.
12. Valid Ohio driver's license.



People & Culture Director Job Description

Education and/or Experience:

1. A Bachelor's degree in Human Resources, Business Administration, Organizational Development, or related field, or equivalent experience and knowledge.
2. SHRM-SCP or HRCI SPHR certification preferred.
3. CCP or CEBS certification is a bonus.
4. Minimum 7 years' experience in a human resources role, preferably in a leadership position.
5. Work in a Museum or other similar setting preferred.
6. Experience working with interns and volunteers is strongly preferred.
7. Computer literacy in a windows environment, including familiarity with Microsoft Office, and web-based software, along with an ability to learn new systems including HRIS.

Ethical Expectations:

The Stan Hywet Hall & Gardens Board of Directors and the President & Executive Director require that the People & Culture Director conduct the affairs of the People & Culture operation by implementing the highest standards of ethical behavior. This behavioral standard applies specially to matters of donor confidentiality, a donor's bill of rights, and the strictest allocation of gifts to intended purpose. The standard extends to personal and professional dealings with directors, staff, colleagues, benefactors, and all other parties who rely on the integrity of Stan Hywet Hall & Gardens.

Usual and Customary Expectations:

1. Some non-traditional days/ hours required for special events and public events.
2. Prolonged seating on a daily basis.
3. Ability to carry on extended conversations, in person, via phone or web-based service.
4. Occasional moving of items weighing up to 20 pounds.

Acknowledgement:

Employee's Signature

Date

Authorized Signature

Date