



Executive Recruitment for
SENIOR DIRECTOR OF PEOPLE AND CULTURE



Girl Scouting Builds Girls of Courage, Confidence and Character,
Who Make The World A Better Place.



ABOUT GIRL SCOUTS OF GREATER LOS ANGELES

Girl Scouts of Greater Los Angeles (GSGLA), a 501(c)(3) nonprofit, serves 33,000 girls in partnership with nearly 17,000 adult members and volunteers throughout the communities of Los Angeles County, and parts of Kern and San Bernardino counties. GSGLA is the largest girl-serving nonprofit agency in Los Angeles, with programs in entrepreneurship, life skills, outdoor, and STE(A)M.

Girl Scouts' bring their dreams to life and work together to build a better world. Through research-backed programming, Girl Scouts of all backgrounds and abilities can be unapologetically themselves as they discover their strengths and rise to meet new challenges—whether they want to climb to the top of a tree or the top of their class, lace up their boots for a hike, advocate for change, or make best friends who challenge and inspire them. Backed by the worldwide Girl Scouts movement that includes 1.8 million members and millions of alumnae, girls in this council lead the way as they find their voices and make changes that affect the issues most important to them.

Sixty percent of girls throughout Greater Los Angeles live in low-income, under-resourced communities. Driven by the desire to make an impact in more girls' lives, GSGLA contributes significant resources to bringing the Girl Scout Leadership Experience to underserved communities. This year over 10,000 girls participated in GSGLA from low-income zip codes comprising one-third of our total membership. Recently, the COVID-19 pandemic has exacerbated wide health disparities, digital divides, and lack of access, resources, and options due to economic status. GSGLA is committed to helping all girls participate in Girl Scouting. In Girl Scouts, diversity is a hallmark of the membership, equity is at the heart of their foundation, inclusivity is a cornerstone of the culture, access is at the forefront of all programs, and belonging—being accepted as you authentically are, being a part of something, and mattering to others—is at GSGLA's core.

GSGLA employs 150 regular full-time and part-time employees with an additional 130 seasonal employees hired each year for summer programming. GSGLA operates out of six locations throughout Los Angeles County and has an annual operating budget of \$24M+.

To learn more, visit www.girlscoutsla.org and read about GSGLA's Core Values of Integrity, Clarity of Purpose, Accountability, and Respect [here](#). Read our DEIA statement [here](#).



GOVERNANCE STRUCTURE

GSGLA works within a Federated model. The beginning of Girl Scouting in this country is unique in that it started as a national organization and then, a few years later, chartered Girl Scout councils. GSGLA is one of 111 Councils and are currently #2 in the nation in total membership and #3 in girl membership. There is an interdependence between Girl Scout councils (like GSGLA) and the national organization (Girl Scouts of the USA or GSUSA). Collectively the National Council, the National organization and board of directors and Girl Scout Councils are responsible for sustaining the existence of Girl Scouting in the USA. Each Council operates as an independent 501(c)3 organization. In addition, GSUSA maintains a global relationship with the World Association of Girl Guides and Girl Scouts (commonly referred to as "WAGGGS").

GSGLA GOVERNANCE

GSGLA is governed by its membership. Any individual 14 years of age and older who is a member of the Girl Scout Movement and who is currently registered through the council is a voting member of Girl Scouts of Greater Los Angeles

THE OPPORTUNITY

Reporting to the Chief Financial & Administrative Officer, the Senior Director of People and Culture oversees all human resources and compliance

functions; develops people, culture and workplace strategies; leads change initiatives that enhance staff work performance; facilitates organizational effectiveness where all employees have an opportunity to participate, prosper, and reach their full potential; and provides leadership and guidance for diversity, equity, inclusion and access policies and initiatives.

As a partner and member of the Senior Management team, the Senior Director collaborates with executive leadership to define the organization's long-term mission and goals with a focus on people, culture and workplace strategies. The Senior Director is responsible for short and long-term human resource strategies, policies, and procedures including performance management, compensation and benefits, training and development, and employee relations. The Senior Director has responsibility for managing the outsourced Human Capital relationship and oversees the payroll functions of the Council in conjunction with the finance team. The Senior Director collaborates with leaders to provide input and recommendations regarding strategic staffing plans, talent acquisition, organizational assessment, employee engagement, and change management. The Senior Director is expected to perform other duties and special projects as assigned.

The Senior Director supervises the Director of DEIA&A and the Human Resources Coordinator.

ESSENTIAL RESPONSIBILITIES

Culture & Values:

- Leads the Council's efforts to create a culture that supports its mission, values, and brand promise.
- Develops and implements a Council-wide strategy for culture management.
- Acts as an employee champion and change agent by anticipating HR-related needs and delivering value added services for the benefit of all employees.
- Ensures that employees feel valued, appreciated, and engaged in their jobs.
- Positions the Council to be acknowledged as an organization where people love to work and grow in their professions.
- Helps the Council achieve a "one team" mindset across department boundaries and levels.

Human Resources Operations:

- Develops organization strategies by identifying and researching human resources issues; contributing information, analysis, and recommendations to organization; strategic thinking and direction; and establishing human resources objectives in line with organizational objectives.
- Manages human resources operations by recruiting, selecting, onboarding, training, coaching, counseling, and disciplining staff; planning, monitoring, appraising, and reviewing staff job contributions; resolving problems; and implementing change.
- Manages the relationship and serves as the primary point of contact for the Council's outsourced Human Capital (PEO) partnership and Council's employment law attorney.
- Manages the Council's salary administration program, including periodic market compensation reviews and adjustments as well as establishing compensation levels for new hires.

Diversity, Equity, Inclusion, and Access:

- In collaboration with the Executive Leadership team and Director of DEIA&A, provides strategic direction for overall DEIA initiatives to build and nurture a culture of equity and belonging.

Employee Relations:

- Provides consultation to supervisors for disciplinary action and the termination process under supervisor's leadership and implementation.
- Directs the implementation of benefits programs and ensures that each employee is informed of his/her benefits, and continuation of administration.
- Provides training and coaching for managers and staff on policy interpretation, performance management, conflict resolution and career development.
- Responds to complaints and employee relations issues; address conflicts and grievance escalations; ensures fair and consistent enforcement of policies and processes; investigates employee workplace situations including claims of harassment, discrimination, and policy violations.

Organizational Effectiveness:

- Understands the employee experience and the drivers of engagement, retention, and growth. Analyzes and addresses reasons for attrition.
- Promotes transparency of decision making and logic. Facilitates two-way communication between employees and the leadership team.
- Establishes both quantitative and qualitative measures of the employee experience, and coaches supervisors to improve engagement and performance based on employee feedback and the mission and values of the organization.
- Provides leadership in organizational development to align strategy, people, and processes to achieve the desired goals of high performance and competitive advantage.

SKILLS, EXPERIENCE & EDUCATION

- 7-10 years of experience as a Senior HR professional in the State of California.
- 5+ years of experience in staff management and supervision.
- Bachelor's degree in a relevant course of study. Masters preferred.
- Ability to effectively build partnerships and influence stakeholders. Fosters strong interpersonal relations by establishing rapport with others at all organizational levels.
- Demonstrates competencies in leading diversity, equity, inclusion and belonging initiatives and with a commitment to equity.
- Possess competencies in HR systems and best practices including hands-on experience with HRIS/HRIM and payroll systems.
- Experience managing an outsourced HR service/ Professional Employer Organization highly desired.
- Strong data management, data analysis, and data application skills to inform day-to-day tactical tasks and long-term strategy and planning.
- Proficiency with Office365, including Outlook, Word, Excel, SharePoint, PowerPoint, and ability to learn/ use specialized or proprietary software.
- Professional oral and written communication skills including ability to work with a wide range of sensitive and confidential issues and communicate effectively with a diverse group of girls, volunteers, and staff.

- Demonstrated ability to market the Girl Scout value proposition through a variety of communication venues including in person, phone, and online.
- Experience in overseeing multiple satellite locations.
- Non-profit experience desired.
- Bilingual; knowledge of other languages and cultures desired.
- SPHR certification a plus.
- Abide by a duty of loyalty to GSGLA and give preference to the business and mission of GSGLA over that of other organizations and your own business interests.

VACCINATION POLICY

Girl Scouts of Greater Los Angeles requires its employees to be vaccinated against COVID-19 upon hire, subject to certain exemptions as required by law.

COMPENSATION & BENEFITS

GSGLA offers a generous compensation and benefit package which includes a competitive salary within the range of \$150,000 - \$170,000 annually. GSGLA prides itself in providing their valued employees with a competitive slate of benefits and paid time off which includes vacation, sick, holidays, and the closure of our offices on the second and fourth Monday of every month; medical, dental, vision, life and even pet insurance; as well as a 403(b) plan.

HOW TO APPLY

We encourage applicants with a global perspective and a commitment to values around diversity, equity, and inclusion to apply. To be considered, please submit your resume and cover letter of interest outlining the background and experience that makes you the ideal candidate electronically to gsgla.sdpc@thehawkinscompany.com by **December 2, 2022**. Resumes received by **December 2, 2022**, will receive first consideration. The position is open until filled.



THE HAWKINS COMPANY

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For additional information or questions, please contact Ms. Yonnine Hawkins Garr at 323-252-1655, yonnine@thehawkinscompany.com, Ms. Adrienne Montgomery at 310-995-3884, adrienne@thehawkinscompany.com, or Ms. Tisa Jones at 213-309-7984, tisa@thehawkinscompany.com



ADDITIONAL ORGANIZATIONAL REQUIREMENTS

- Subscribe to the principles of the Girl Scout Movement.
- Demonstrate a strong work ethic, integrity, and honesty in all professional situations.
- Possess a positive attitude with strong work ethic, integrity, honesty, and sense of humor.
- Must be flexible, adaptable and willing to thrive in an ever changing/ fast-paced environment.
- Develop and maintain sensitivity to employee diversity in the workplace.
- Behave in ways that demonstrate respectful treatment of other employees, volunteers and girls.
- Practice pluralism and be inclusive with the services provided.
- Attend GSGLA signature events and certain other activities/events (including cookie cupboards, etc.) as assigned.