



EXECUTIVE RECRUITMENT FOR

**CHIEF HUMAN RESOURCES OFFICER (CHRO)**

*“Changing Lives and Building Neighborhoods Responsibly.”*





## THE ORGANIZATION

The Coalition for Responsible Community Development (CRCD) is a nonprofit community development corporation serving the families, residents and businesses of South Los Angeles with a special aim on ages 18 to 24. CRCD's overall approach is neighborhood-based community development, with a long-term commitment to improve the quality of life in South LA, with a focus on the Vernon-Central neighborhood. CRCD was founded to sustain the heritage of Vernon/Central while addressing its significant unmet needs. Geographically, CRCD's emphasis remains in Vernon/Central, with expanding and deepening services in areas of South Los Angeles. CRCD maintains meaningful ties to local residents, businesses, community-based organizations, civic leaders and the local community college to improve the quality of life in South LA.

CRCD was founded in 2005 with one contract from the City of Los Angeles for graffiti abatement and has grown into a \$48 million multi-faceted organization, with over 102 employees providing workforce development, education, affordable housing, and operating a strong social enterprise.

CRCD's founding vision was to join with others in the community to create an environment where the basic needs of youth are met and youth can develop positive social skills, become more aware of their neighborhood's needs, and demonstrate genuine civic pride by actively contributing to the empowerment of their community.

CRCD's mission is to better sustain, coordinate, and improve local planning, development, and community services that address the needs of low-income residents and small businesses in South Los Angeles. CRCD leads initiatives to foster a flourishing, and economically vibrant neighborhood – a place where residents can thrive and contribute to neighborhood growth and revitalization. CRCD strives to fulfill this mission by applying a high-touch case management and trauma-informed care approach that includes project-based learning designed to meet young people where they are, which is at the heart of CRCD's work.

Today, with effective partnerships, CRCD promotes public safety and civic pride; supports the community in all aspects, ranging from housing to education, workforce development to job placement; provides transition-aged youth including former foster youth with permanent supportive housing; and strengthens small businesses in the area, to promote economic growth.

CRCD currently sustains five programs to impact community development in South Los Angeles:

- **Workforce Development for Youth;**
- **Workforce Development for Adults;**
- **Housing & Support Services;**
- **Business Empowerment; and**
- **Real Estate**

## CRCD's CORE VALUES

- **COLLABORATION**
- **ACCOUNTABILITY**
- **EFFECTIVENESS**
- **STEWARDSHIP**
- **EMPOWERMENT**
- **COMMITMENT**







## THE OPPORTUNITY

Reporting to the President/ CEO, the Chief Human Resources Officer (CHRO) oversees all human resource and compliance functions; develops people, culture and workplace strategies; leads change initiatives that enhance staff 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, and inclusion. As part of the executive management team, the CHRO collaborates with the executive leadership team to maintain positive working relationships with the Board of Directors, its committees and all CRCD staff.

The CHRO directs human resource strategies, policies, and procedures, performance management, compensation and benefits, training and development, and employee relations. The CHRO has responsibility for managing Human Capital and oversees the payroll functions in conjunction with the finance team. The CHRO collaborates with CRCD leaders to provide input and recommendations regarding strategic staffing plans, talent acquisition, organizational assessment, employee engagement, and change management. The CHRO supervises the Human Resources Manager, Senior Payroll Specialist and the Talent Development Specialist. The CHRO is expected to perform other duties and special projects as assigned.

### Responsibilities:

- Serves as a key advisor to the CEO, Board of Directors, board committees, and executive team on human resources issues, matters and policies.
- Manages human resources operations including recruiting, selecting, onboarding, training, coaching, counseling, and disciplining staff including terminations; planning, monitoring, appraising, and reviewing staff performance; and resolving conflict.
- Coordinates and manages the relationships and serves as the primary point of contact for CRCD's outsourced Human Capital vendors, consultants and outside legal counsel (employment attorneys).

- Creates, implements, and updates human resource policies/processes to ensure legal compliance and best practices.
- Assesses and directs the implementation of CRCD's benefits programs and ensures that each employee is informed of the benefits offered; oversees benefit administration and recommends changes as required.
- Develops human resources budget to support CRCD's strategic goals.
- Ensures human resources procedures align with/and support organizational policies and maintains full compliance with the laws, regulations and grant terms.
- Informs and provides training and coaching for managers and staff on policy interpretation, performance management, conflict resolution and career development.
- Ensures a robust and adequate system of employee communication.
- Advises administration, supervisory staff and employees on the proper interpretation of federal and state labor laws.
- Plans, coordinates and administers the compensation program maintaining a best-in-class compensation system.





## THE IDEAL CANDIDATE

The ideal candidate will be a strategic thinker with demonstrated human resources planning and technical skills. A community-minded servant leader who is adept at building relationships and instilling a positive inclusive and healthy work culture and morale within CRCD, its stakeholders and community. A visionary human resources professional that is looking to be a part of an impactful organization with a collaborative spirit looking to uplift the mission of CRCD.

### Competitive candidates will possess the following:

- Passion for solving problems, supporting programs and driving progress using data.
- Energetic and enthusiastic leadership style with the stamina to keep pace with an expanding organization.
- A high degree of emotional intelligence, and a demonstrated ability to employ different leadership approaches and work styles with staff to accomplish goals.
- Experience with implementing a payroll system, with a forward-thinking stance on utilizing technology.
- Innovative in building out performance monitoring to promote succession planning and employee growth.

## EXPERIENCE AND EDUCATION REQUIREMENTS

A Bachelor's degree from an accredited college or university with major study in personnel administration, public administration, psychology or a closely related field. Seven years of recent, paid progressively responsible work experience in the development and management of human resources administration and five years of supervisory experience. A PHR certificate is desired; Master's degree and other HR certifications are helpful.

### Core Competencies:

- Ability to effectively build partnerships and interact with various stakeholders;
- Strong work ethic and transparent;
- Collaborative and team oriented;
- Focused and results driven;
- Competent in leading diversity, inclusion and belonging initiatives with a commitment to equity and promoting a healthy work culture;
- Possess competencies in HR systems and best practices including hands-on experience with HRIS/HRIM and payroll systems;
- Strong data management, data analysis, and data application skills to inform day-to-day tactical tasks and long-term strategy and planning;
- Proficiency with Office 365, including Outlook, Word, Excel, SharePoint, PowerPoint, and ability to learn and use specialized or proprietary software;
- Strong 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 staff and stakeholders;
- Experience in all functional human resources areas;
- Non-profit experience desired; and
- Knowledge of other languages and/or cultures is desirable.







## COMPENSATION AND BENEFITS

CRCD offers a generous compensation and benefits package which includes a competitive salary within the range of \$120,000 - \$150,000 annually depending on experience and qualifications. For more information about CRCD visit: <https://coalitionrcd.org>.

CRCD prides itself in providing their valued employees with on demand training to bolster professional development, a competitive slate of benefits and paid time off which includes vacation, sick leave, holidays; and employee health benefits which include medical, dental, vision, life and even discount pet insurance; as well as a 401k, 529 and FSA plan.



## APPLICATION PROCESS

The recruitment is being conducted by The Hawkins Company (search consultants). They will review all written materials submitted and will screen and evaluate the candidates. Only the most highly qualified individuals will be invited to participate in the interview process. Interested and qualified individuals are invited to submit a resume and cover letter of interest electronically to: [CHRO.CRCD@thehawkinscompany.com](mailto:CHRO.CRCD@thehawkinscompany.com).

Application materials received by **4/7/23** will receive first consideration. Interested individuals are encouraged to apply early. The position will be open until filled. Confidential inquiries are welcomed and should be directed to Ms. Yonnine Hawkins Garr at 323-252-1655, [yonnine@thehawkinscompany.com](mailto:yonnine@thehawkinscompany.com) or Ms. Tisa Jones at 213-309-7984, [tisa@thehawkinscompany.com](mailto:tisa@thehawkinscompany.com).



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