Planned Parenthood Columbia Willamette

Vice President, People and Culture

Position Description & Candidate Profile
Vice President, People and Culture

Location
Portland, OR

Reports to
President and CEO

Our Client
Planned Parenthood Columbia Willamette (PPCW) is the largest non-profit family planning and reproductive rights organization in Oregon and Southwest Washington. PPCW’s mission is to provide, promote, and protect access to sexual and reproductive health care. PPCW is an affiliate of Planned Parenthood Federation of America (PPFA). While Planned Parenthood as a national movement began in 1916, PPCW was founded in 1963 as Planned Parenthood Association of Portland. The Ethical Study Society, a branch of the American Humanists, called the first meeting to organize a Planned Parenthood affiliate in November of 1962. PPCW’s first health center opened its doors in October of 1963 in space sublet from the Interfaith Counseling Center in downtown Portland.

Today, PPCW serves more than 72,000 patient visits at its health centers in Beaverton, Bend, Milwaukie-Oak Grove, NE Portland, SE Portland, and Salem, Oregon and Vancouver, Washington. PPCW’s expert team of caring physicians, nurse practitioners, and nurses provides a wide range of health care services. PPCW’s team of trained educators provides comprehensive sexual health education programs to more than 30,000 youth and parents each year, providing young people with the tools that they need to make informed, responsible choices. PPCW also partners with Planned Parenthood Advocates of Oregon and Planned Parenthood Votes Northwest, which are visible and powerful political organizations advocating for reproductive rights and reproductive health issues wherever public policy is deliberated and formed.

PPCW is committed to leading other Planned Parenthood affiliates and family planning providers in reproductive health care technology. PPCW has demonstrated that commitment over the past several years by launching several new family planning services, many of which had never been offered by Planned Parenthood affiliates before.

We invite you to learn more about Planned Parenthood Columbia Willamette at https://www.plannedparenthood.org/planned-parenthood-columbia-willamette.
**Position Responsibilities**

Reporting to the President and CEO, the Vice President, People and Culture will contribute creative, dynamic, and forward-thinking leadership, promoting the fulfillment of PPCW’s vision and mission by focusing on the highest functioning of the organization and its people. This role will lead, develop, and execute all employment-related services and functions of the organization. The Vice President, People and Culture will guide and support organizational planning and decision-making from the perspective of PPCW’s people needs, including talent and culture development, compensation and benefits, diversity and inclusion, and employee relations. This position will be responsible for ensuring legal compliance, coaching and advising on effective employee relations, and establishing credibility throughout the organization as a problem-solver and advocate for staff. The Vice President, People and Culture will also develop programs and strategies to ensure a strong equity-oriented culture, to recruit and retain talented people of all backgrounds, and to promote the full development, performance and satisfaction of all employees.

There are five key areas of focus for the new Vice President, People and Culture: 1) providing greater structure and more accountability for the Human Resources staff; 2) supporting the Vice President of Diversity, Equity and Inclusion, ensure that HR practices and policies are structured and implemented with an eye on diversity, equity and inclusion; 3) working to engender a collaborative relationship with the organization’s labor union, partnering effectively with internal union representatives and the external union; 4) developing and implementing a supervisory and management training platform, with an emphasis on interpersonal skills, and; 5) ensuring strategic plan goals related to culture and employee engagement are met.

More specifically, the Vice President, People and Culture will be responsible for:

- Providing overall leadership and guidance for the Human Resources department to ensure consistent and reliable processes and services which includes HR business operations, organizational development, compliance training, supervisory development and general onboarding processes, with the goal of promoting a culture of high employee engagement and performance
- Establishing, communicating, and enforcing all employment-related policies and practices to conform with the organization’s priorities and values as well as external laws and regulations; ensuring effective internal communications about human resource activities of PPCW
• Establishing metrics to measure effectiveness of key HR process and intended outcomes
• Partnering with the broader Executive Council to foster a collaborative, healthy, highly functioning internal work culture
• Ensuring that an equity lens is applied to the development, compliance and consistent application of HR processes, policies and guidelines; ensuring fair and equitable treatment of all employees, understanding and communicating the implications of these areas of focus on broader organizational policies and strategies
• Establishing and maintaining a strong partnership with union representing Planned Parenthood employees; acting as the management advisor for the Labor Management Committee
• Actively participating in the successful implementation of the established strategic plan with specific emphasis on employee engagement, retention and improved organizational performance
• Overseeing the refinement and standardization of effective recruiting, interviewing and selection processes to ensure a diverse pool of the best talent is available
• Overseeing the development and implementation of supervisory training programs to meet the agency’s highest priority needs; providing consultation and advice to managers regarding a wide range of employee issues; resolving employment-related concerns and disputes
• Ensuring HR and agency policies and practices are in compliance with state, federal, and local laws as well as the collective bargaining agreement, making them accessible to organizational leaders, managers and staff
• Actively participating in PPCW’s Equity & Inclusion Forum and in the implementation of the Equity Plan
• Working closely with internal and external legal counsel regarding Human Resources and collective bargaining issues, as needed
• Providing leadership to ensure development of compensation and benefit plans that are competitive and cost-effective
• Supervising and evaluating the performance of the Human Resources Manager and Organizational Effectiveness Manager
• Leading biannual review of the Employee Handbook
• Collaborating with Compliance Officer and Legal Counsel to ensure compliance and legal issues are handled appropriately
• Attending and participating in PPCW Board of Directors meetings as needed
• Managing the administration of all retirement plans
• Directing all aspects of talent acquisition
• Developing strategies to advance, as well as routinely evaluating, employee engagement
• Overseeing the design and operation of human resources information systems that provide the data necessary for the organization to plan, evaluate, and monitor information related to staffing
• As a member of the senior management team, participate in the planning, management and evaluation of PPCW’s overall performance as an organization
• Selecting and managing relationships with all external consultants, brokers and administrators for employee benefits and employment-related services

Profile of the Successful Candidate
The Vice President, People and Culture will possess a deep commitment to talent development and retention, and a passion for the mission and work of PPCW. The successful candidate will be a professional with high standards who is skilled at working on strategic as well as tactical levels, a problem-solver, and a good listener. PPCW seeks a well-balanced professional who is ambitious and able to develop initiatives that will enhance human resource operations, yet who can also be patient and facilitate “bringing others along”. The strongest candidates will possess highly developed interpersonal skills, emotional intelligence, strategic insight, high personal and professional standards of transparency and accountability, understand all that is required to be a successful HR practitioner, and be able to support and advocate for staff at all levels within the organization -- again, with a focus on equity and inclusion.

This is a position that requires the ability to manage a full spectrum of responsibilities, from complex personnel issues to the human capital implications of growth plans. The successful candidate will be proactive and entrepreneurial in approach and mindset, but will also have strong execution skills. As a prominent regional and national institution, PPCW is interested in candidates with experience in realizing and leveraging the deep value a diverse workforce can contribute to the work of a mission-driven organization.

More specifically, PPCW seeks a professional who embodies the following:

• **Leadership** – Sets a positive example for others, takes initiative on key business issues, and demonstrates ability to develop and grow team members. Collaborative, listener, humble. Experience in organization committed to equity and inclusion
• **Strategic** – Able to develop HR strategies in support of the organization and establish plans to execute; demonstrates flexibility and willingness to undertake new responsibilities as assigned
• **Labor relations** – Has a respect and appreciation for the value of unions and experience working with union contracts in partnership with unions

• **HR Expertise** – Knowledgeable of HR functions; knowledgeable of Oregon and Washington laws, compliance issues and best practices; able to translate requirements to managers and employees

• **Confidentiality** – Able to manage information in a way that honors all parties with a high degree of honesty and integrity

• **Communication** – Communicates clearly and concisely in speaking and writing; facilitates communication of others as appropriate; delivers effective presentations

• **Problem Solving/Objectivity** – Able to see all aspects of a situation and presents non-biased solutions; drives for closure; ability to establish rapport and communicate effectively with individuals and groups at all levels within the organization and with external stakeholders; flexibility in approach to reaching goals

Moreover, PPCW is seeking candidates who reflect the following:

• Broad and deep experience in the field of Human Resources Management, which includes employee relations, compensation, benefit programs, retirement plans, talent recruitment, and professional development

• Expert knowledge of federal and state employment laws and regulations, ERISA requirements, and wage and hour regulations

• 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

• The ability to support and foster a high-performing, collaborative organizational culture, guiding and supporting staff in the successful integration of diversity, equity and inclusion in all aspects of PPCW

• Excellent judgment and negotiation skills, with an eye toward translating strategy into relationships and unparalleled results

• An energetic, entrepreneurial nature that combines intellectual curiosity with analytical skills and political savvy

• Deep understanding of and appreciation for the mission and day-to-day work of PPCW as well as an understanding of the broader field in which it operates

• Exceptional 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
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• Effective skills in the investigation and resolution of complaints
• High ethical standards, compassion, and the ability to make fair and credible conclusions and determine appropriate actions
• Genuine enthusiasm and passion for philanthropy
• Bachelor's Degree in Human Resources Management, or the equivalent combination of education and experience
• Eight (8) years of progressively responsible Human Resources management
• Five (5) years supervisory experience and leading a cross-functional team

There is a strong preference for the successful candidate to have:

• An advanced degree (MBA or Master’s in Human Resources Management preferred)
• Master's degree in HR, Business or related field
• SHRM-CP, PHR or SPHR
• Experience in health care
• Demonstrated experience in labor relations and contract negotiation

Start Timeframe
We seek to have someone in place by Spring 2020.

Compensation
This position offers a competitive salary and includes a comprehensive benefits package. We actively welcome all candidates from a wide range of backgrounds who have the skills to fulfill this role – regardless of compensation history.

To Apply
All applications are held in strict confidence. Please submit your credentials and a letter of interest through our private applicant portal to The 360 Group at:

https://the360group.us/portal/

Applications should be directed to the attention of Melissa Ulum, Of Counsel or Vincent Robinson, Founder and Managing Partner. Applications will be reviewed on a rolling basis. Earlier applicants may receive priority consideration. To be considered, The 360 Group encourages all interested candidates to submit their applications promptly, via the confidential applicant portal linked above.
At The 360 Group, we know that a richly diverse mix of professionals makes organizations more effective. Using that principle as our “North Star,” we make diversity a hallmark of our firm, and all of our search engagements.

Learn more about The 360 Group at the360group.us.