CHIEF PEOPLE OFFICER

Job Description

Position Title: Chief People Officer
Salary Range: Depending on experience, with benefits including paid vacation, holidays, and sick leave; medical, dental, and vision insurance; and a matching 403(b)
FTE/Classification: Exempt
Reports to: CEO
Location: San Francisco- San Mateo- San Rafael- Fresno

OVERVIEW OF THE INSTITUTE:

Youth Leadership Institute (YLI) builds communities where young people and their adult allies come together to create positive community change that promotes social justice and racial equity. For 25 years Youth Leadership Institute has sparked the leadership of young people to solve pressing social issues and serve our communities. YLI's community-based programs are located in San Francisco, Marin, San Mateo and the Central Valley. In addition to serving four California counties, YLI provides customized trainings, consulting, evaluation, and technical assistance services nationally. YLI is committed to engaging and developing young people of color, low-income youth, and other non-traditional youth as researchers, advocates, and agents of social change. With support from YLI staff and through authentic partnerships with other key adult allies, young people build the skills necessary to research the issues that most affect them and their communities, develop campaigns to advocate for change, and partner with local stakeholders to implement these changes in their respective communities.

PRIMARY FUNCTION:

Reporting to the Chief Executive Officer, the Chief People Officer (CPO) will be responsible for oversight and management of the regional programs of YLI. The CPO will directly oversee, coach, and mentor the Bay Area and Central Valley Senior Directors as they create their visions of programmatic success. The CPO is a skilled youth worker who can share the work of our youth externally and find synergies internally. The CPO will be a strong strategic partner to the CEO and will develop and maintain systems and policies to ensure a constantly improving workforce and evolving workplace.
A. Leadership:
1. Provide leadership and develop synergy across regional programs agency wide while recognizing the unique opportunities and challenges inherent in an entrepreneurial, capacity building organization;
2. Serve as a thought partner with the CEO and CFO on the leadership team to determine and implement long-term objectives and strategies for meeting organizational goals with a focus on programmatic implementation;
3. Cultivate current, and seek new, creative and strategic partnerships/sponsorships for the organization;
4. Promote YLI programs to other organizations, potential donors, and the general public. Cultivating relationships with the above and developing systems for all staff to share in this work;
5. Develop, revise, and maintain agency Human Resource policies;
6. Develop and improve processes to build more efficient program structures and systems, including decision-making procedures, workplan monitoring, inter-program as well as inter-department communications and operations;
7. Recruit, develop and retain high-performing team members: provide clarity around roles, develop and motivate staff and facilitate effective team dynamics;
8. Promote staff member’s personal and professional development;
9. Nurture the organization’s culture with humor, joy, and love.

B. Responsibilities:
1. Conduct on-going analysis which includes advising the CEO, and working closely and collaboratively with Senior Directors, improving communications and managing towards goals and expected results, and supporting Senior Directors to manage break-even sustainability in their programs;
2. Hold Senior Directors accountable to performance targets, program and services development goals, including necessary planning, monitoring, and incentives;
3. Partnering with the CFO, ensure sound fiscal performance and the alignment of resources through on-going budgeting, accounting, and financial reporting.
4. Instill a human capital development and “coaching” culture within YLI. Design and create a human resources function to include training, development, compensation and benefits, effective performance evaluation system;
5. Coaching Senior Directors to ensure successful daily operations and fiscal management of the Organization. Supervise, develop and manage multi-site staff, including consultants and contractors;
6. Regularly travel across California to manage YLI programs, and nationally as an expert trainer on behalf of YLI (anticipated travel at 33%).
7. Develop and improve comprehensive management tools that provide the feedback and data necessary for strategic decisions to be made. Hone the metrics and measurements that will quantify performance to goals and operationalize a metrics dashboard, an internal organizational system for obtaining and reporting those metrics and measurements.
Skills and Experience:
1. Experience working with youth and adults;
2. Strong operational experience – ideally has worked in a senior management role for 5+ years in a socially responsible, key client/account and service focused multi-site/multi-state entity. Has demonstrable experience in creating and driving the analytic framework for planning and managing organizational change in a highly entrepreneurial organization;
3. Has keen and exceptional ability to synthesize complexity; make informed decisions in ambiguous, uncertain situations; develop strategic alternatives and identify associated rewards, risks, and actions in order to lower risks;
4. Excellent people skills, with an ability to coach a dynamic and effective team of unicorns striving for the next level. Sensitive to a strong organizational culture;
5. Skills should include organizational development, personnel management, budget and resource development, and strategic planning as well as demonstrated success developing and monitoring systems to manage both operations and programmatic work that involve high levels of collaboration;
6. Personal qualities of integrity, credibility and a commitment to the mission which allows for a true partnership with the CEO;
7. Flexible and able to multi-task; can work within an ambiguous fast-moving environment, while also able be a force that drives toward clarity and solutions. Demonstrated resourcefulness in setting priorities and guiding investment in people and systems;
8. Skilled external trainer
9. Graduate degree in business, non-profit management, or related field.

If you are ready to take the next step in your career and grow with an outstanding team of professionals, we invite you by Friday, May 13th to submit a resume, writing sample, and letter of interest to: Jon Marker at jmarker@yli.org with subject line: “CPO Application from: (your name)"

YLI strongly encourages applications from persons of color, women and LGBTQ identified individuals, as well as from applicants who are Bilingual. Youth Leadership Institute does not discriminate against its employees or applicants based on gender, race, color, religion, national origin, ancestry, age, medical condition, ability, veteran status, marital status, sexual orientation, or any other impermissible basis.