



Vice President of People and Culture

Filoli is a 654-acre historic site of the National Trust for Historic Preservation, located on the San Francisco Bay Peninsula near Woodside, CA, and one of the finest remaining country estates of the early 20th century. As a team member here, you will be able to connect rich history with a vibrant future through beauty, nature and shared stories. You have the opportunity to preserve, build upon and share the wonder of this place.

In our daily interaction with guests, we envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life. In this senior leadership position, you have the opportunity to work closely with executive leadership in advancing our Strategic Plan, centered on connecting to our community, and support the launch of a site plan and capital campaign designed to provide Filoli guests greater access to nature. Filoli's culture is rooted in integrity and we are accountable for our work, actions, and impact on our guests, community, and environment. Through our values, Filoli Team members are committed to being Inclusive, Welcoming, Innovative, Collaborative, and committed Stewards using sustainable practices for the future.

Do you have a vision of a workplace that is focused on people and staff experiences? We envision a place where employees are engaged and the work culture is people centric. Filoli recognizes that people are core to success and has a top level strategic goal of being an industry-leading workplace of choice.

We are seeking a visionary executive to lead our Office of People and Culture that will distinguish Filoli as an employer of choice. The ideal candidate should possess the ability to think strategically, collaborate effectively with hands-on experience and thrive in a fast-paced, dynamic work destination.

Reporting directly to the Chief Financial Officer (CFO), the Vice President of People and Culture will be a strategic partner in building an organization and culture that executes effectively on goals and objectives. In partnership with the People and Culture team, the Vice President will provide leadership in the oversight of workplace experience, talent management,

organizational development, with a focus on fostering a positive, high performing and inclusive workplace culture. The Vice President will provide regular counsel to the Leadership Team in the implementation of a forward-looking vision aimed at enhancing employee excellence, talent experience and inclusive culture at Filoli. The position will also manage the Diversity, Equity, Accessibility and Inclusion (DEAI) program in all aspects of People and Culture.

This is a full-time, exempt position at a beautiful historic house and garden. Depending on candidate experience, the annual salary range for this position is \$160,000 to \$190,000. This position is also eligible for employee benefits: medical, dental, vision, life, LTD, Flex Plan, 401(k), vacation, sick leave and holiday pay. The Vice President's schedule may change to meet the needs of the organization so flexibility is important.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Strategic People & Culture Leadership

- Develop and implement People & Culture strategies, policies, and programs that support Filoli's mission and goals;
- Serve as a strategic partner to the CFO and Chief Executive Officer (CEO);
- Serve as a member of the Leadership Team and regularly contribute People & Culture analyses and data to inform decisions that impact employees;
- Provide effective leadership and vision for the Office of People & Culture;
- Represent Filoli within the broader community of People & Culture and non-profit organizations;
- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors (see attached);

Talent Acquisition and Retention

- Offer strategic leadership for the recruitment and selection process, ensuring Filoli attracts and hires top talent;
- Develop strategies to enhance employee retention, engagement, and satisfaction;
- Oversee effective onboarding programs to integrate new hires into Filoli's culture and values;

Employee Development and Performance Management

- Oversee performance management systems to support continuous employee development and improvement;
- Oversee the performance evaluation program and provide coaching and feedback to managers and employees;
- Provide leadership and guidance on training and development initiatives to enhance employee skills and competencies;

Diversity, Equity, Accessibility and Inclusion (DEAI)

- Drive initiatives to promote diversity, equity, accessibility and inclusion throughout the organization;
- Develop and implement policies and programs that foster a diverse and inclusive workplace culture;
- Partner with internal stakeholders to address unconscious bias and promote a culture of belonging;

Employee Relations and Compliance

- Help establish a new focus on employee relations that offers a one-stop center for employees confronting personnel or management conflicts and challenges;
- Serve as a trusted advisor to employees and managers on HR-related issues and concerns, including conflict resolution and disciplinary actions;
- Ensure compliance with relevant employment laws and regulations;
- Provide strategic insight and oversee new technological solutions to common system and technological upgrades;

Compensation and Benefits

- Serve as an expert in the compensation and benefits area and develop competitive total rewards and benefits packages to attract and retain top talent;
- Oversee and provide strategic insight about market trends and benchmarking data to ensure the organization remains competitive in its compensation practices;

Organizational Culture and Employee Engagement

- Cultivate and promote a positive organizational culture that reflects Filoli's values and mission;
- Lead initiatives to enhance employee engagement and morale;
- Champion employee recognition and reward programs to celebrate achievements and contributions;
- Implement other strategic priorities related to people and culture set by the organization's strategic plan;

Building the People & Culture Team

- Lead the development of the People & Culture team through organizational initiatives and team member growth;
- Supervise Director of People Operations, who oversees People Operations, payroll and talent acquisition for the organization;
- Oversee the budget for the People and Culture Team;

General

- Ability to provide the highest quality service to all customers in every interaction;
- Uphold all Filoli's policies, procedures, guidelines and standards;

- Maintain flexibility and perform other duties as assigned to respond to the needs of the organization;
- Attendance and punctuality are essential to work and all work-related functions.

SUPERVISORY RESPONSIBILITIES

Job titles of those who report **directly** to this position currently are Director of People Operations, and **indirectly**, People Experience Coordinator (FT), Talent Acquisition Specialist (PT) and People Operations Assistant (PT).

MINIMUM QUALIFICATIONS

An individual must be able to perform each essential duty listed above and any additional responsibilities as directed as well as satisfy the educational, core competencies and skill requirements listed below:

EDUCATION

Minimum of Bachelor's Degree or equivalent in Human Resources, Business or Organizational Development. Master's Degree and SHRM certification preferred.

Core Competencies:

- **PEOPLE & CULTURE EXPERIENCE** - Fifteen (15) plus years of progressive leadership experience or combination of experience and education in the Human Resources field. Strong understanding of HR best practices, employment laws and regulations. Active affiliation with appropriate HR networks and organizations and ongoing community involvement preferred.
- **PEOPLE, PROJECT, AND PROGRAM SKILLS** – Proven track record of developing and implementing successful HR strategies and initiatives. Effective teamwork skills and cross-functional collaborative capacity. Ability to either take direction or work independently as the situation requires.
- **CULTURAL COMPETENCIES** – Model a responsibility to self-awareness and awareness of others to recognize that individuals bring unique backgrounds, beliefs, values, and world-views. View racial and cultural differences as assets to the organization.
- **DIVERSITY, EQUITY, AND INCLUSION** – Committed to Filoli's dedication to integrate accountability across all efforts to support and sustain a racially equitable organization. Demonstrate a passion of advancing organizational DEAI objectives and influencing others to approach all work with an equity lens. Promote processes and communication that encourage organizational cultural competence and inclusion.
- **COMMUNICATION SKILLS** – Excellent interpersonal, communication and leadership skills.
- **DECISIVE NATURE** – Well-honed ability to independently anticipate and analyze situations, define problems and objectives, recognize viable alternatives and formulate

rapid solutions with understanding of the inherent risks and the implications of decisions.

- COMPUTER SKILLS – High proficiency in a PC, Windows environment and Microsoft Office products as well as Google Applications.
- AVAILABILITY – Maintain a flexible work schedule that includes seasonal peaks to meet the demands of executive management. Work off site is optional but no more than 25% on a regular basis.

Skills and Abilities

- Ability to build relationships and influence stakeholders at all levels of the organization;
- Display the practice of a high level of confidentiality;
- Interact effectively with Filoli's Board of Directors;
- Possess excellent organizational skills;
- Maintain a positive, calm demeanor and professional manner with employees and visitors at all times;
- Demonstrate a strong customer service orientation;
- Read and interpret documents such as safety rules, operating and maintenance instructions and procedural manuals.

CERTIFICATES, LICENSES, REGISTRATIONS

A valid Driver's License is required.

PHYSICAL REQUIREMENTS

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job including:

- Stand, walk across uneven terrain, climb stairs, reach, lift, carry and bend frequently, as well as sit for long periods of time at a computer,
- Lift/carry up to 20 pounds.

HOW TO APPLY

1. Candidates with the above prerequisites are invited to submit their resumes along with a cover letter outlining their related experience and background to:
<https://filoli.applicantstack.com/x/openings>
2. Possession of minimum requirements does not guarantee an interview.
3. Please, no phone calls.
4. Thank you for your interest in Filoli!

Please visit our website for more information: www.filoli.org

Filoli is an equal opportunity employer who values diversity in the workplace.