



Director of Human Resources

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. At Filoli, we are dedicated to connect our rich history with a vibrant future through beauty, nature and shared stories. We envision a time when all people honor nature, value unique experiences and appreciate beauty in everyday life.

SUMMARY

The Director of Human Resources (HR Director) leads the Human Resources (HR) function for Filoli that provides an employee-oriented, high performance culture that emphasizes diversity and inclusivity, empowerment, quality and productivity and focuses on goal attainment. This position coordinates implementation of services, policies and programs through HR staff, reports to the CFO and serves on the management team, and advises department managers about HR issues.

In 2019, Filoli launched a 5-year strategic plan. One of the main pillars of this plan is to create and support an inclusive culture that attracts and retains exceptionally talented staff focused on fulfilling the mission and vision. The HR Director will oversee human resource-related initiatives that support the strategic goals, especially those designed to support a culturally diverse and inclusive workforce.

Specifically, the HR Director provides consultation to the CFO and staff leadership on strategic staffing plans, recruitment and onboarding, compensation, benefits, training and development and budget. This position will also report on issues regarding implementation of policies and procedures, safety of the workforce, employee statistics, and addressing labor, legislative and other HR issues.

The HR Director will also direct the development and implementation of professional development programs, employee orientation and training programs, HR related procedures, benefits plans, policies and guidelines, and oversee the HRIS database management, Equal Opportunity Employment programs, and employee records and documentation policies. This position will also ensure compliance with federal, state and local laws and industry regulations, and advise managers on minimizing legal risk in conjunction with policies and procedures of Filoli. Additionally, this position oversees the professional staff who manage the volunteer function for the organization.

This is a full-time, exempt position that will include some weekend and evening service. This position is eligible for employee benefits: medical, dental, vision, life, LTD, Flex plan, 401(k), vacation, sick leave and holiday pay.

ESSENTIAL DUTIES AND RESPONSIBILITIES INCLUDE:

Development of the Human Resources Function

- Develop and administer programs, procedures and guidelines to help align the workforce with Filoli strategic goals;
- Manage a team of HR staff to implement the human resources programs;

- Oversee all HR files and required reporting;
- Serve as primary manager for HR-related databases including a recruitment database (ApplicantStack), HRIS system and the payroll system (Paychex);
- Oversee HR consultants, attorneys and training specialists and coordinate Filoli's use of insurance brokers, insurance carriers, 401K administrators and other outside sources;
- Keep up to date on changing state, local and national requirements and conduct an ongoing assessment of HR policies, programs and practices to keep management informed of new developments;
- Collaborate with CFO to develop and manage annual approved budget;
- Responsible for the hiring, onboarding, promotion, performance evaluation, coaching, training, and separation processes in partnership with staff managers and leadership;

Recruitment, Hiring and Onboarding

- Develop and continually evaluate hiring practices including job descriptions and advertisements to ensure reaching a board and diverse community in recruiting new employees;
- Develop and oversee transparent hiring and onboarding processes;
- Ensure HR staff are directly involved in the recruiting and hiring process for all employees;
- Develop clear and documented onboarding standards to ensure new candidates success;

Compensation and Benefits

- Establish the company wage and salary structure, pay policies and oversee the variable pay systems within Filoli, including bonuses and raises in conjunction with the CFO;
- Lead competitive market research, including annual salary survey participation, to establish pay practices that help to recruit and retain superior staff;
- Monitor all pay practices and systems for effectiveness and cost containment;
- With the assistance of the CFO, obtain cost effective, employee serving benefits and monitor national benefits environment for options and cost savings;
- Lead the development of benefits enrollment, presentations and other benefits training;
- Recommend changes in benefits offered, especially new benefits aimed at employee satisfaction and retention;
- Complete all required reporting associated with compensation and benefits;

Training and Evaluations

- Define all available and required HR training programs and ensure staff and managers participate as requested or required;
- Coordinate the annual and ongoing needs for required trainings covering topics such as Workplace Discrimination, Harassment and Hostile Environment;
- In conjunction with executive staff and managers, ensure employees are receiving needed or required professional development;
- Lead the implementation of the performance management system that includes performance development plans and employee development programs;

Employee Relations

- Partner with managers to ensure effective communication of HR policies and recommend employee relations practices necessary to establish a positive employer-employee relationships;
- Conduct investigations or bring in outside investigators when employee complaints or concerns are brought forth;
- Monitor and advise managers and supervisors in corrective action process/options of Filoli as well as the implementation of a performance improvement plans;
- Review, guide and approve management recommendations for employment terminations;

Legal Compliance

- Lead Filoli's compliance with all existing governmental and labor legal and government reporting requirements including any related to the Equal Employment Opportunity (EEO), the Americans with Disabilities Act (ADA), the Family and Medical Leave Act (FMLA), Employee Retirement Income Security Act (ERISA), the Department of Labor, worker compensation, the Occupational Safety and Health Administration (OSHA), etc.;
- Direct the preparation of information requested or required for compliance with laws, approve all information submitted and serve as a contact with Filoli's employment law attorney and outside government agencies;
- Protect the interest of employees and Filoli in accordance with Filoli HR policies and governmental laws and regulations;

Information Management

- Oversee the Applicant Stack Database used for volunteer recruitment; explore advanced settings to use for onboarding process;
- Coordinate with Accounting and managers and supervisors to manage time tracking and payroll processing through Paychex;
- Implement a Human Resources database for accurate tracking of employees;
- Ensure accurate reporting from all systems for required reports;
- Maintain required files for employees and employee-related information;

Organization Development

- Ensure the Human Resources of Filoli are aligned with the core principle and strategic goals outlined in the Strategic Plan;
- Implement an overarching diversity and inclusivity assessment and plan including the creation of an internal committee;
- Support the wellness function to support staff in a well-balanced work environment;
- Identifies challenges that arise in achieving goals and informs leadership staff as appropriate;

Leadership

- Represent Filoli within the broader community of HR and nonprofit organizations;
- Serve as a member of the Management Team and provide input and information to guide the overall direction of Filoli;
- Serves as the primary contact for the Board of Directors Human Resources Committee;
- Oversees the volunteer function for the organization, managing staff and participating in meetings as needed to ensure the function is aligned with the needs of the organization and there is a clear distinction between staff and volunteers;
- Fulfill expectations as listed in Filoli's Expectations for Directors, Managers and Supervisors (see attached);

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 Human Resources Assistant (PT) and Volunteer Services Coordinator (FT). This position will also occasionally supervise volunteers.

Job titles of those who report **indirectly** to this position include Volunteer Services Assistant (PT). This position will also occasionally supervise volunteers.

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 and skill requirements listed below:

Education and/or Experience

Education: Minimum of Bachelor's Degree or equivalent in Human Resources, Business or Organizational Development or combination of education and directly related experience in the Human Resources field as an HR Generalist or in multiple HR disciplines;

Experience:

- A Minimum of five (5) years of progressive leadership experience or combination of directly related experience and education in the Human Resources field as a generalist or in multiple HR disciplines;
- Specialized training in employment law, compensation, organizational planning, organizational development, employee relations, safety and training;
- Active affiliation with appropriate HR networks and organizations and ongoing community involvement preferred;
- Strong proficiency and knowledge of Microsoft Office products, Google Applications, and recruiting database;
- Experience in a service, visitor or guest-oriented organization is a plus;
- Experience working in a non-profit organization with volunteers is preferred;
- Experience overseeing multiple management databases required.

Skills and Abilities

- Demonstrate excellent interpersonal, written and verbal communication skills;
- Display the practice of a high level of confidentiality;
- Ability to make sound, thoughtful decisions based on knowledge and input from others, and then implement the course of action(s) determined to be in the best interest of the organization;
- High proficiency in technical computer skills including HRIS management as well as proficiency in reporting and information management;
- Possess excellent organizational skills;
- Maintain a positive, calm demeanor and professional manner with employees, volunteers 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;
- Bilingual a plus.

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.