Silicon Valley Education Foundation (SVEF) is the largest educational nonprofit in Silicon Valley. Our mission is to deliver and advocate for STEM education that inspires students furthest from access and opportunity to succeed in college and careers. We are guided by the belief that all students are capable of pursuing higher education and boosting their future economic mobility regardless of their background.

**Position: Director, Human Resources**  
**Location: San Jose, CA**

The Human Resources Director will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resources (HR) department, ensuring legal compliance and implementation of SVEF’s mission, strategy and talent strategy. In addition, the HR Director will work closely with the Program teams to provide recruiting strategies and implementation to ensure optimal infrastructure commitment for SVEF to achieve greater student impact. The HR Director may report directly to the CEO or COO.

**Primary Duties and Responsibilities:**

**Leadership**

- Become thoroughly familiar with SVEF’s history and culture, programs and services, and current systems and processes; establish collaborative working relationships with the CEO, COO, Cabinet, and other constituencies; foster and sustain a culture of cooperation, trust, communication, mutual support, teamwork and integrity.
- Lead and manage SVEF’s employment policies and ensure that all employment relations run smoothly for SVEF to achieve its organizational goals.
- Design, lead and manage organizational and employee development initiatives to advance the business objectives of all functions of the organization.
- Strategically plan and maintain a future-focus on talent management to position the SVEF to achieve its objectives while ensuring a well-skilled workforce is positioned for greater future student impact.
- Leverage external thought partners to benefit from the best research, impact studies and data to inform human resources practices and policies.

**Employee and Employment Relations**

- Overall responsibility for all aspects of SVEF’s Human Resources strategic planning, including ensuring that the work-force skills needed are aligned with SVEF’s growth initiatives and student impact.
- Directs HR functions including employment, compensation, benefits, training and development, diversity and inclusion, employee relations and services in support of SVEF’s objectives.
- Collaborates with senior leadership to understand the organization’s goals and strategy related to performance management, staffing, recruiting, and retention.

SVEF is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, sexual orientation, gender identity, veteran status, and disability, or other legally protected status.
- Designs, manages and monitors processes such as but not limited to, performance management, salary administration, competitive benchmarking, merit increases, wage adjustments, new employee onboarding and terminations.
- Collaborates with executive leadership to determine training and development needs required to meet SVEF’s goals.
- Collaborates with other leaders to foster a positive environment of productivity, recognition and high morale.
- Manages disciplinary matters, disputes and investigations.
- Coaches, counsels and guides managers on employee relations matters.

**Management and Compliance**

- Leverage the expertise of the team and create a culture of shared information, good communication, learning and improvement, responsibility and accountability; promote a culture that works across historically siloed departments.
- Set individual and team goals for what needs to be accomplished to successfully implement the strategy and processes and ensure objectives are being met.
- Collaborates with the finance and budgeting team to ensure that SVEF’s human resources requirements are accounted for and forecasted and budgeted.
- Collaborate with other leaders in SVEF to create a learning culture by which opportunities for formal and informal learning can occur among employees.
- Collaborate with other leaders in SVEF to ensure a professional working environment in the office and smooth-running of office management functions.
- Complies with federal, state, and local legal requirements by keeping up to date with existing and new legislation.
- Ensures SVEF is in compliance with occupational health and safety guidelines.
- Guides management and employees by researching, developing, writing, and updating policies.
- Advises management on labor and other legal issues relative to employment.

**IDEAL EXPERIENCE**

The Human Resources Director should have the following experience and qualifications:

- At least 5 years of human resource management experience in complex environments with many moving parts; at least 1-2 years experience in Director level HR work; a systems-thinker with demonstrated change management experience.
- Effective at leading teams through change and providing appropriate support; collaborative consulting and facilitation skills for group and individual problem-solving and decision-making.
- The ability to internalize and communicate a strategy, break it down and convert it into a data-driven, results-oriented, integrated approach that galvanizes others and guides decision-making.
- Bachelor's degree in Human Resources, Business Administration, or related field; Masters degree preferred.

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● Demonstrated experience in sourcing, recruiting, interviewing and hiring
● Demonstrated experience researching and utilizing on-line recruiting sources
● Demonstrated verbal and written communication skills.
● Excellent organization, multi-tasking and time management skills with proven ability to set and meet deadlines
● Advanced proficiency in using computers and Google Suites and/or related software.
● Demonstrates attention to detail, ability to work effectively in a team environment and to handle multiple tasks simultaneously
● Adept at handling employee relations
● Excellent interpersonal and negotiation skills
● Strong supervisory and leadership skills
● Thorough knowledge of employment-related laws and regulations.
● SHRM-CP or SHRM-SCP is highly preferred.

PERSONAL CHARACTERISTICS

The successful candidate should be:

● Committed to the vision, mission and values of SVEF; one with outstanding human qualities; an understanding of the dynamics of public education in Northern California and race equity is preferred.
● A good listener and strategist; comfortable receiving input from many sources, and able to analyze and formulate disparate information into sound, well-organized plans.
● Direct yet tactful; respectful of others’ concerns; someone with the flexibility and creativity to find alternative ways to reach objectives when barriers arise; a skilled negotiator who seeks and nurtures win-win situations.
● A team builder – confident and competent, with strong skills in management and leadership; one who understands the subtleties of motivating and directing a team with different work styles.
● A “student first leader” who practices exemplary leadership skills.
● A hard worker with a high energy level; a “doer” willing to work hands-on in developing and executing a variety of activities.
● Emotionally mature and even-keeled.

Currently remote 2 days per week. A valid driver’s license and reliable transportation is required.