

VIEWCREST ADVISORS

Vice President, People

Position Description

2020



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About Sandy Hook Promise

Sandy Hook Promise (SHP) is a national nonprofit organization founded and led by several family members whose loved ones were killed at Sandy Hook Elementary School on December 14, 2012. Based in Newtown, Connecticut, our intent is to honor all victims of gun violence by turning our tragedy into a moment of transformation. By empowering youth to “know the signs” and uniting all people who value the protection of children, we can take meaningful actions in schools, homes, and communities to prevent gun violence and stop the tragic loss of life.

Sandy Hook Promise is dedicated to preventing shootings, violence, and other acts that hurt children. Through our proven, evidence informed *Know the Signs* programs and sensible, bipartisan school and gun safety legislation, we teach young people and adults to recognize, intervene, and get help for individuals who may be socially isolated and/or at risk of hurting themselves or others.

SHP celebrates race, diversity, equity, and inclusion (REDI), and strives to reflect these values and be responsive to the views of the diverse communities in which we live and work.

The organization has grown rapidly in the last seven years; nationally, to date, there have been 12 million program participants, 60,000 anonymous tips and 64 confirmed life-saving interventions. Currently, SHP has an operating budget of \$13.3 million and a passionate, committed staff of 74 based in 12 states.

The Opportunity

The focus of the 2020-2021 school year was to invest in systems and processes, as well to plan for additional expansion. Given deep inequities on so many levels – systemic and institutional racism, students lacking digital access, and communities disproportionately affected by the devastation of COVID-19 – the SHP team remains focused on building its infrastructure and future growth plans but is also stepping back to plan, design and translate its commitment to anti-racism, equity, diversity and inclusion into all program design and delivery (guided by the Anti-Racism Working Group) as well as internal -- leadership, team and talent -- practices (guided by the REDI team).

This is an outstanding opportunity for a seasoned, accomplished human resources leader to join -- at a pivotal moment in SHP's evolution -- as a strategic partner and implementer. The ideal candidate will bring experience: building adaptive, performance-driven people systems; evaluating/resolving complex H.R. issues inherent in a high growth, mission-driven environment; and supporting a committed team on an ambitious anti-racism, diversity, equity and inclusion journey.

Reports to: Executive Director

Location: Flexible/remote, with a willingness to travel to Sandy Hook Promise locations (Newtown, CT.; Miami FL.; Washington, D.C.)

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Responsibilities

Strategic Human Resources

- As a partner to and member of organizational leadership, participate in strategy development for the SHP of tomorrow, and prioritize the needs and professional growth of staff at all levels.
- Support leadership and staff to effectively implement against short and long-term programmatic objectives and impact goals.
- Translate and operationalize organizational strategy and needs into policies and programs in all talent-related areas: recruitment, talent development and management, succession planning, employee relations, compensation and benefits, compliance, workplace culture, etc.
- Develop and lead the performance management program as well as investments in staff skill and career development.
- Supervise and mentor a human resources generalist, as well as others (volunteers/consultants) as needed
- Develop SHP's employer brand as an attractive, welcoming place for staff to do their best work.

Race, Equity, Diversity and Inclusion

- Champion, and participate in, the organization's REDI (Race, Equity, Diversity and Inclusion) initiative.
- Drive and support engagement, belonging and learning across SHP, in partnership with leadership.
- Build/deepen relationships with multiple talent pipelines to assure SHP is reaching the most diverse networks of future potential colleagues.

Human Resources Operations

- Guide and manage human resources services, policies, benefits and programs.
- Build a diverse talent pipeline, including providing oversight on the talent acquisition life cycle: job postings, interviews, reference checks, new employee paperwork, onboarding process, performance plans, terminations, and exit interviews.
- Coordinate and deploy H.R. supports across all SHP departments, including departments operating remotely and within school/community settings.
- Organize staff trainings.
- Oversee employee benefit procurement, administration and management.
- Maintain personnel files, policies, and employee handbook.
- Work with finance to ensure accurate payroll related actions.
- Ensure compliance with federal, state, & local employment laws and regulations.
- Prepare reports for senior management as directed.
- Other duties as assigned.

Desired Skills and Experience

- Human resources or talent management in a fast-paced, distributed (multi-state, national and/or with remote staff) and ideally mission-driven nonprofit or business.
- Notable and tangible accomplishments:
 - Setting clear priorities for investments in people and systems
 - Managing strategic, complex organizational and talent-related projects and work streams
 - Overseeing H.R. policies, systems, compensation and benefit programs (including FMLA) across multiple states

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- Putting ideas into practice through the implementation of talent systems and processes
 - Enabling an organization's equity, diversity and inclusion journey
 - Creating and building relationships at all levels of an organization, and externally with talent networks
 - Facilitating organizational change within a growing organization, to include coaching managers and leaders
- Strong PC and MS Office skills
 - Able to travel occasionally when necessary

Leadership and Personal Attributes

- Understanding of the challenges, and perseverance needed, to drive social change
- Embraces and values diverse perspectives; encourages brave conversations about racism and equity, and is comfortable working cross-culturally and across communities
- Is self-motivated, responsive, proactive and results-oriented
- As a strong problem-solver, is intellectually curious, creative and strategic
- Able to: handle multiple tasks; work under pressure; and meet deadlines
- Brings: a friendly demeanor; strong interpersonal, collaboration and communication skills; a positive attitude; excellent judgment; and a sense of humor.

SHP is proud to be an equal opportunity employer. We strive to be an employer of choice: where a diverse mix of talented people want to come and do their best work. All applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status, or any other protected characteristic. We are focused on promoting diversity, multiculturalism, and inclusion and believe deeply in having a workforce comprised of people of all beliefs and backgrounds who value the protection of children and seek to prevent gun violence and stop the tragic loss of life.

The organization offers a competitive salary based on experience, benefits, 401K, paid holidays and vacation.

Please share nominations or submit a resume and cover letter in non-pdf format to:

SHPpeople@viewcrestadvisors.com

Viewcrest Advisors is committed to social justice and access to opportunity; we actively cultivate relationships with leaders who have varied life experiences as well as the skills needed to lead strong, innovative organizations. We are committed to your privacy and to protecting your personal data. To view our privacy policy, please visit our website www.viewcrestadvisors.com.