



Director of People & Operations

ORGANIZATION SUMMARY

For almost two decades, LA Promise Fund has uplifted schools, students and families in South LA to ensure more Black and Latinx students are prepared for success in college, career, and life. Today, we accomplish this goal as an education management organization that runs two South LA charter schools and coordinates high impact educational enrichment programming to ensure students are college and career bound. Russell Westbrook Why Not? Middle and High Schools advance a college-prep culture and integrated digital media arts-themed education, with significant parent engagement, socio-emotional supports, and leadership development.

Simultaneously, LA Promise Fund works with schools County-wide to offer a portfolio of programs that foster motivated, engaged, and directed students poised for academic, professional, and personal success. Currently, these regional programs include a focus on female empowerment, STEM, media arts, college readiness, career exposure and work-based-learning, school improvement design, and parent engagement. We work alongside a network of essential partners, students, parents, teachers, and school leaders to build strong schools that increase educational equity within South LA and beyond. To learn more about LA Promise Fund visit www.lapromisefund.org.

POSITION SUMMARY

Under direction of the Chief Operations Officer, the Director of People & Operations is a critical member of the LAPF team and supports its mission, values, people and culture with exceptional personal sensitivity, confidentiality, and skill. Providing guidance and expertise to the Executive Team and supporting employees at all levels of the Organization, the Director is a change leader who develops and implements strategic initiatives which promote LAPF's Values. This position will also be integral to ensuring operational compliance across the Organization's multiple sites. The Director will supervise and develop the People & Operations Manager and Office Manager/Executive Assistant. This is a full-time, exempt position.

RESPONSIBILITIES AND DUTIES

The Director of People & Operations will:

Human Resources

- Design, develop, and implement policies, processes, training and initiatives to support the Organization's strategic needs and ensure human resource compliance
- Lead the Human Resources team in efficiently performing all functions throughout the employee life cycle, including but not limited to recruiting, onboarding, performance management, training & development, leaves, employee discipline, and terminations

- Manage the continuous development of the Employee Handbook, ensuring legal and regulatory compliance, and enforcement of all policies and procedures therein
- Plan and administer the total rewards system, including compensation and benefits strategy, ensuring LAFD remains competitive in the LA nonprofit and education sector
- Oversee all HRIS systems, ensuring both operational and budgetary efficiency
- Support and advise on the organization's COVID-19 response
- Act as an internal resource for all human resources-related employee needs
- Lead and support in communicating the organization's values and reinforcing the organization's culture
- As needed, support organizational leaders in coaching and training managers in their communication, feedback, recognition and interaction responsibilities with direct reports, making certain that managers know how to successfully, ethically, honestly and legally communicate with staff
- Assists in the management of employee relations, investigations and preparation of cases regarding employee grievances, appeals and complaints including facilitation of communication amongst staff and management
- Work closely with management and employees to improve work relationships, build morale, increase productivity and retention
- Ensure a high level of confidentiality relating to all HR matters
- Stay current on HR initiatives, analyze trends and implement recommended changes and programs to improve those metrics and outcomes

General operations

- Collaborate with COO in developing and executing the Organization's insurance strategy (e.g., Worker's Compensation, general liability, property, etc.)
- Assist with Headquarter facilities management as needed
- Provide support with Operations team projects as needed

Other duties as assigned

CANDIDATE REQUIREMENTS

Education and Experience

- Bachelor's degree or equivalent experience
- Minimum 5 years experience in full-cycle human resources management
- PHR/SPHR certification preferred
- Experience working with nonprofit organizations preferred
- Experience working with K-12 schools preferred

Knowledge, Skills and Abilities

- Strong management, interpersonal, organizational, and communication skills with the ability to work effectively with a wide range of stakeholders in a diverse community
- Strong grasp of Federal, State, and local laws and ordinances as they pertain to human resources
- Ability to engage in self-evaluation with regard to performance and professional growth
- Comfortable receiving input from many sources and able to analyze and formulate disparate information into a sound, well-organized plan

- Innovative thinker who can contribute to continuous improvement of protocols, policies and operating procedures
- Flexible and adaptable individual willing to learn new systems and approaches as technology and platforms change
- Resourceful and able to multitask, prioritize, manage time effectively under pressure with a sense of urgency
- Can be trusted to handle confidential information with discretion
- Fluent computer skills including database, word processing, spreadsheets, presentation, and online communications (e.g., Microsoft Office, Google Suite, Zoom, etc.)
- Detail-oriented
- Bilingual in Spanish preferred
- Commitment to LA Promise Fund mission and values
- Must clear a LiveScan criminal background check
- Must clear a TB Risk Assessment
- Must complete Mandated Reporter training
- COVID-19 Vaccination

COMPENSATION

Salary commensurate with qualifications, experience and education. Excellent, full benefits package.

HOW TO APPLY

Email your cover letter and resume to careers@lapromisefund.org.