



**JOB TITLE:** Director of Human Resources

### **ABOUT YBCA**

Yerba Buena Center for the Arts (YBCA) is one of the nation's most innovative contemporary art centers. From our leading-edge exhibitions and performances, to our groundbreaking civic initiatives and community partnerships, YBCA is where creativity, people, and new ideas collide. We believe in thinking big about the role that arts organizations can play in making short, medium, and long-term/individual and collective transformation.

**Mission:** We generate culture that moves people.

**Vision:** A community that thrives on inspiration.

The successful candidate will embody our organization's core values:

- **Abundance:** We operate from a place of strength, with a spirit of empathy and generosity.
- **Authentic Collaboration:** We are engaged and interconnected.
- **Personal Agency:** We are empowered and accountable.
- **Boldness:** We create with courage and purpose.

### **ABOUT THE ROLE**

Reporting to the COO, the Director's responsibilities include acting as a member of YBCA's Leadership Team, identifying solutions and tools necessary for the enhancement of YBCA's infrastructure as it relates to people management, measuring, and responding to employee engagement trends, and participating in organizational strategy.

### **PRINCIPAL RESPONSIBILITIES**

- Oversee the management of HR functions including recruitment, staffing, on-boarding and off-boarding of staff, performance management, employee relations, benefits administration, and compensation analysis
- Serve as a member of the Senior Leadership team, participating proactively in strategic planning, organizational goal setting, and culture creation and alignment
- Provide strategic people management and engagement direction to Executive and Senior Leadership Team
- Implement and administer Employee Engagement assessment; provide analysis and reporting to employees and the Senior Leadership Team
- Oversee the employee benefits programs to ensure compliance with California and federal regulations
- Maintain knowledge of industry trends and employment legislation and ensure organization's compliance
- Design, develop, and facilitate learning opportunities to enhance management, supervisory, and employee professional development
- Guide management and employee actions by maintaining and communicating HR guidelines, and



modeling YBCA values

- Research, create, and communicate data and reports on HR policies and best practices related to employment, wages, compensation, benefits, rewards and recognition
- Develop and maintain policies and procedures to ensure clear communication and effective organizational development, including the maintenance of YBCA's Employee Handbook
- Provide counsel for individual and organizational Human Resource issues, performance problems, terminations, promotions, position creation, and job content
- Supervise the preparation of job descriptions, assist, and train managers on how to prepare job descriptions, ensure job descriptions are maintained and updated for changes in laws and changes in organizational systems
- Provide supervision to one FT HR Generalist

### **MINIMUM REQUIREMENTS**

- Bachelor's degree in human resources or comparable job experience.
- Seven years' experience in HR, with a minimum of three years' management experience
- Experience working in the non-profit sector, ideally in the arts or demonstrated commitment to the arts strongly preferred
- Ability to manage people and functions in an organization that embraces change, innovation and diversity
- Demonstrated proficiency managing and analyzing compensation systems on a macro and individual level
- Measurable results in creating and implementing training and development programs
- Ability to prepare comprehensive reports and presentations
- Effective written and verbal communication skills as well as strong organizational skills
- Strong working knowledge of FMLA, ERISA, HIPAA, and other state and federal regulations

### **BENEFITS**

Benefits include PTO, Holiday Pay, Paid Time for Volunteer Work, Medical, Dental, Vision, Flexible Spending Accounts, Group Life and AD&D Insurance, Short and Long-Term Disability Insurance, Voluntary Life and AD&D, Employee Assistance Program, Travel Assistance, optional participation in the 403(b) Retirement Plan, and other benefits.

### **HOW TO APPLY**

Send your resume and cover letter outlining your interest in working for YBCA to [jobs@options4growth.net](mailto:jobs@options4growth.net). Please include "Director of Human Resources" in the subject line of your email.

Please do not call to check on the status of your application. All resumes will be reviewed, and suitable candidates will be contacted.

**An Equal Opportunity Employer**



Yerba Buena Center for the Arts (YBCA) is committed to diversity in its programming and in creating a work culture and environment that is reflective of San Francisco Bay Area demography. YBCA encourages and actively recruits applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender or political affiliation.

YBCA will consider for employment all qualified applicants with criminal histories in a manner consistent with the requirements of the San Francisco Fair Chance Ordinance (SF Police Code, Article 49).