

GoodCitizen

Pacific Environment
Senior Director, Human Resources

About Pacific Environment

For more than three decades, Pacific Environment has worked to serve people, wildlife, and ecosystems by promoting grassroots activism, strengthening communities, leading strategic campaigns, and working for policy changes. Pacific Environment is currently headquartered in San Francisco, with regional offices or staff across the United States, China, Vietnam, the Philippines, Republic of Korea, Singapore, and Thailand, and with partnerships that span the Pacific Rim.

Pacific Environment and its partners fight fossil fuels and champion clean energy, challenge industrial models that disregard local interests, and bring grassroots concerns - and whenever possible grassroots leaders - to national and international bodies to advocate for policy solutions that reflect community needs and values.

Pacific Environment operates as a campaigner, coalition-builder, and thought partner. The organization provides direct funding and technical assistance to grassroots environmental activists in the regions where they work. Pacific Environment offers one of the very few granting and training programs for grassroots environmental leaders that nurtures creative activism and leadership among local partners and their many community volunteers. The organization complements these community-led efforts with national and international coalition-building and advocacy to decision-makers to support policy changes. Pacific Environment has a strong track record of local and international achievements, addressing the root causes of environmental challenges.

The Opportunity

This is an exciting opportunity for a strategic leader to build and lead the organization's first human resources department. With recent and substantial growth in funding, programs, and staff, this is a pivotal moment for Pacific Environment and a unique opportunity for an innovative and empathetic human resources leader to enact organizational change and scale program impact.

Reporting to the Executive Director and supervising a Human Resources Generalist, the inaugural Senior Director of Human Resources will build and lead all aspects of Human Resources (HR), including recruiting and retention; compensation and benefits; hiring and onboarding; performance management; employee relations; compliance; training and development; Justice, Equity, Diversity & Inclusion (JEDI) initiatives, and all other HR strategy and

operations. A key member of the Senior Leadership Team, they will be involved in a wide range of strategic planning and internal initiatives, including the review and implementation of organizational strategies, staffing plans, policies, and practices.

The Senior Director will be joining an organizational culture that is global, agile, and mission-driven. Collaboration, participatory leadership, and inclusive decision making are characteristics of the team's approach to working together. Embracing these qualities is essential to success in this position.

Key Responsibilities

Strategic Leadership

- Build and lead the organization's new, fully integrated Human Resources department to support staff and the organization's strategies and mission.
- In collaboration with executive leadership and input from all staff, develop and implement a comprehensive and measurable HR strategic plan and goals.
- Serve as a strategic advisor to the Executive Director and Board of Directors and a partner to other Senior Directors.

Candidate Recruitment, Hiring, and On-Boarding

- Develop and implement targeted recruitment strategies to ensure a robust and diverse applicant pool for all openings.
- Oversee the hiring process to ensure consistency across departments and appropriate communication among program, administrative, and fiscal staff.
- Supervise on-boarding services and agency orientation to all new staff members and ensure department and/or program level orientations are standardized and effective.

Professional Development, Performance Management, and Employee Engagement

- Work with the Executive Director to review, update, and systematize HR policies for staff evaluation, training, promotion, retention, and other HR issues, in alignment with Pacific Environment's JEDI principles and policies.
- Train, coach, and support managers to navigate performance reviews, professional development, and employee issues.
- Design and implement an enhanced performance management program for employee evaluation.
- Develop internal staff trainings and identify relevant available external trainings.
- Develop and implement standard operating procedures for improved employee experience, to address personnel issues, and in support of JEDI goals.

Benefits/Payroll Administration

- Oversee global benefits programs and renewals; continuously seek to improve quality and breadth of offerings.
- Research, implement, and maintain standardized leveling and salary ranges across the organization, including for international offices and teams.
- Support the Finance team with compensation related responsibilities and evaluations.
- Serve as the staff lead for all 403(b) administration responsibilities (in coordination with the third-party administrator).

- Lead annual compensation review cycles and regular review of our compensation- and promotion-related practices.

General HR Administration, Management, and Systems

- Understand, interpret, and share relevant laws related to personnel management and ensure all HR processes and actions comply with these laws.
- Manage and serve as the primary point of contact with the organization's professional employer organization (PEO) vendors domestically and abroad.
- Review current HR technologies and implement new systems based on organizational needs.
- Manage and mentor the HR Generalist.

Ideal Candidate

Pacific Environment is looking for a Senior Director with a high level of functional and strategic expertise who can comfortably and effectively build and lead HR in a diverse, complex, multi-national, and growing organization. This inaugural role calls for a strong systems developer, communicator, and collaborator who provides expertise and counsel across the organization with empathy, humility, and professionalism.

The ideal candidate has a thorough understanding of HR best practices combined with innovative and progressive strategies and tactics. This person has sustained a culture where staff feel supported by their HR department while not losing sight of strategic organizational goals. The Senior Director will provide executive leadership with thoughtful, insightful advice grounded in functional knowledge to inform strategy and decision making.

Candidates should bring a successful track record of building or enhancing HR strategies and tactics, guided by JEDI principles, across a nationally or globally distributed organization. Excellent interpersonal and conflict resolution skills are essential to ensure staff feel heard and supported without judgement while also providing clarity about policies, processes, and expectations. The Senior Director is successful at managing competing demands, advancing strategies and goals against timelines, and shows strong attention to detail.

Respect, integrity, sensitivity, good judgement, and strong equity-centric framework are critically important to demonstrate daily.

Qualifications

With the understanding that no person will offer every desired skill and characteristic outlined below, compelling candidates will offer much of the following:

- 7+ years of relevant experience as HR Business Partner/Generalist across a range of competencies.
- Demonstrated organizational leadership, change management, and decision-making capability at a senior management level in a collaborative manner.
- Proven success as an effective people manager and team leader.

- Demonstrated experience leading HR department(s) through strategic changes and growth periods.
- Demonstrated initiative in determining new or modifying existing HR policies and procedures and effectively communicating them to staff and Board members.
- Ability to communicate, influence, and facilitate decision-making with staff and Board members on the short and long-term impact, specific and strategic, of HR policies and procedures.
- Ability to manage budgets and experience working closely with a Finance director to achieve an organization's financial goals.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail.
- Ability to achieve goals and align interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists.
- Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters.
- Experience implementing practices to prevent employee relations issues, and experience in resolving a variety of employee relations issues.
- Experience with HRIS and ATS software, implementation experience is a plus.
- Mandarin, Vietnamese, and other Pacific Rim language fluencies are a plus.

Relevant experience for this position can take many forms, and we strongly encourage applicants from a diversity of backgrounds.

Location and Salary

Pacific Environment staff currently work from home. West Coast residents are preferred, followed by candidates located in other states. This position requires working West Coast Time Zone hours, and potentially some evenings or weekends. Some travel to the Bay Area may be required if the successful candidate is based outside the greater San Francisco Bay Area. The position may also involve some other travel.

Pacific Environment provides compensation commensurate with experience and equitable with others on our team, plus a full benefits package for staff positions. The salary range for this position is \$130,000-\$155,000, which is carefully considered to account for equity, and the final offer will be based on candidate's qualifications. The employee will enjoy a flexible working environment with a dedicated, diverse group of colleagues.

Physical Requirements

The Senior Director's work involves remaining in a stationary position and looking at a computer for long stretches of time, communicating with co-workers electronically, and occasional travel (including overnight travel), in-person meetings, or events. The ideal candidate must be able to complete all physical requirements of the job with or without a reasonable accommodation. Pacific Environment has an organization-wide policy that staff must be vaccinated against COVID-19.

Pacific Environment's EEO Statement

Pacific Environment is an equal opportunity employer. We encourage people from communities harmed by environmental degradation and from backgrounds underrepresented in the environmental movement to apply. We welcome diversity to do our best work and believe that creating teams in which everyone can be their authentic self is key to the change we seek.

Applicants with disabilities may be entitled to reasonable accommodation under the terms of the Americans with Disabilities Act and certain state or local laws. A reasonable accommodation is a change in the way things are normally done which will ensure an equal employment opportunity without imposing undue hardship on Pacific Environment. Please inform the GoodCitizen team using one of the emails below if you need any assistance completing any forms or to otherwise participate in the application or interview process.

Pacific Environment participates in the E-Verify Program: <https://www.e-verify.gov/employees>

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Martens Roc.

Applicants applying by Friday, December 22nd 2023, will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by Pacific Environment to lead this search. For questions, please contact:

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