



## **Chief People Officer**

### **Job Description**

**Reports to:** CEO

**FLSA Status:** Full time/Exempt

**Schedule:** In-office, occasional evenings

**Supervises:** None

### **Position Summary**

The Chief People Officer (CPO) will lead the design, development, and execution of strategies and initiatives in workforce planning, talent acquisition, management, and development, employee engagement, legal compliance, total rewards, and the internship program. This role will ensure that HR policies and programs align with organizational objectives and promote a vibrant, positive, mission-driven workplace culture. The CPO collaborates closely with the CEO and is a key member of the senior leadership team.

### **Principal Responsibilities**

- **Strategic Leadership:** Partner with senior leadership to define, execute, and communicate staffing, recruitment, compensation, and retention goals. Regularly report to the CEO on critical HR issues.
- **Employee Engagement & Compliance:** Develop and implement policies, training, and surveys to support employee engagement and legal compliance, covering areas such as ethics, anti-harassment, discrimination, and mutual respect.
- **Talent Strategy:** Establish strategies for talent acquisition, development, and succession planning, aligned with the organization's mission and objectives. Develop systems to identify key competencies, attract talent, and create opportunities for growth.



- **Retention & Culture Development:** Identify initiatives to improve employee retention and productivity, enhancing engagement, career development, and organizational culture.
- **Compensation Research & Strategy:** Conduct compensation studies on similar organizations using 990 filings and reliable surveys, advising the CEO on competitive practices that reflect NHCE's nonprofit and regional context.
- **Performance & Development Systems:** Design and implement a quarterly employee review system enabling self-assessment, manager feedback, and performance-based goals. Develop individualized, measurable performance objectives where bonus compensation is applicable.
- **Manager Training & Coaching:** Equip managers with tools for constructive feedback, performance coaching, and engagement, empowering staff to address and close performance gaps.
- **Risk Management:** In coordination with the CEO, establish proactive training and conflict-resolution systems to address legal and regulatory risks. Manage the handling and investigation of complaints and employee relations issues.
- **Compliance & Regulatory Management:** Ensure HR policies and practices comply with federal and state employment laws, advising managers on HR-related legal matters.
- **Compensation & Benefits Oversight:** Regularly evaluate and manage compensation practices and benefits, handling enrollment, leave administration, and retirement plans. Act as a backup to Finance for payroll processing.
- **Internship Program Administration:** Develop and implement the NHCE internship program with outreach to local colleges and universities, establishing policies and documenting participation and performance. Orient and introduce interns to their assigned people managers and remain engaged to ensure a valuable educational experience for students and value to NHCE's mission.



- **Organizational Support:** Assist the CEO as needed to advance the organization's mission.

### **Competencies, Attributes, and Experience**

- Master's degree in human resources, Organizational Development, or a related field preferred.
- HRBP, HRCI, or SHRM certification (Senior certification preferred).
- Minimum 8 years of HR generalist experience, with demonstrated leadership in HR strategy and organizational development; nonprofit or philanthropy experience is a plus.
- Strong business acumen, analytical skills, and leadership abilities.
- Proficient knowledge of federal and state employment regulations.
- Experience in compensation benchmarking, talent recruitment, and onboarding.
- Skilled in conflict resolution, with a solutions-focused approach to employee relations.
- Strong communication skills, able to present information respectfully and effectively to diverse audiences.
- Exemplary judgment, discretion, and confidentiality.
- Genuine passion for NHCE's mission and values, with a commitment to working across diverse cultures.

### **Application Process**

The New Hanover Community Endowment provides a competitive salary and benefits package, including employer-paid health insurance, dental, vision, life insurance, and a 403b retirement plan.



To apply, submit your resume and a statement of interest to [careers@nhcendowment.org](mailto:careers@nhcendowment.org) with "Human Resources" in the subject line. Applications will be considered on a rolling basis until the position is filled.

*The New Hanover Community Endowment values diversity and welcomes applicants of all backgrounds. Employment decisions are based on individual capabilities and qualifications, without regard to race, gender, religion, sexual orientation, age, national origin, disability, veteran status, or any other protected characteristic.*