

NINETY ONE PLACE

Job Title: Vice President of People & Culture

Reports to: CEO

Job type: Full Time

Pay rate: \$70,000 annually

Job Description

91 Place exists to be a safe place for homeless youth to be, grow, and transform. 91 Place offers each resident housing and programming to prepare them for independent living. Support services focus on mental health & therapy, trauma-informed care, education, employment, self-sufficiency, and community. Our hope is that the youth experiencing homelessness exit our home knowing they are loved, capable, and never enter back into homelessness. 91 Place is in the process of expanding services to include innovative therapy methods and reversing generational poverty and chronic homelessness by creating opportunities for advancing racial and economic justice.

The Vice President of People & Culture at 91 Place is a strategic leader and key partner to the Chief Executive Officer, responsible for overseeing Human Resources functions, building and fostering a vibrant team culture, leading onboarding and training efforts, and driving the leadership development of employees. This role requires a visionary, organized, and compassionate leader who can align staff activities with 91 Place's mission to disrupt generational poverty and chronic homelessness.

Objectives of this Role

1. Executive Support and Organizational Leverage

- **Executive Optimization:** Develop processes that streamline the CEO's responsibilities, freeing up time for strategic planning and community engagement.
- **Project Oversight:** Lead priority projects and initiatives, acting as an extension of the CEO to ensure that key organizational goals are met and the vision & values flow through the organization.
- **Calendar and Task Coordination:** Manage the CEO's schedule, preparing them for upcoming meetings, events, and engagements with key stakeholders.

2. Operational Management of Day-to-Day Activities

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- **Task and Workflow Management:** Implement and maintain tools and systems (e.g., Asana) to prioritize tasks and projects across the organization, promoting efficiency and accountability.
- **Cross-Functional Coordination:** Serve as the central point of communication between departments, facilitating collaboration and aligning efforts with organizational goals.

3. Human Resources and Employee Relations

- **HR Leadership:** Manage all aspects of HR, including recruitment, performance management, and employee relations, to foster a supportive and compliant workplace.
- **Compliance and Policy Management:** Ensure that HR policies are aligned with both regulatory standards and 91 Place's values of integrity, empathy, and compassion.
- **Employee Advocacy:** Act as a resource for employees, offering guidance on HR-related matters and ensuring a positive work environment.

4. Building and Fostering Team Culture

- **Culture-Building Initiatives:** Develop programs that promote 91 Place's core values, such as regular team-building activities, retreats, and community service opportunities.
- **Team Engagement Events:** Organize and lead events like workshops, recognition programs, and celebrations that strengthen team cohesion and morale.
- **Internal Communication:** Promote open and transparent communication, ensuring that staff are kept informed and connected to the mission and goals of 91 Place.

5. Onboarding New Employees

- **Onboarding Program Design:** Create a structured, multi-phase onboarding program that introduces new hires to 91 Place's mission, values, and expectations, ensuring a smooth transition into the organization.
- **Pre-Onboarding Preparation:** Coordinate with hiring managers and IT to ensure that all necessary tools, technology, and workspace arrangements are ready before the new hire's first day.
- **Orientation and Initial Training:** Conduct a comprehensive orientation that covers 91 Place's history, mission, and service model, as well as essential policies and procedures. This includes an introduction to key staff members, a tour of the facilities, and an overview of organizational goals.
- **Role-Specific Training:** Collaborate with department leads to develop personalized training plans that equip new hires with the skills and knowledge necessary for their roles, integrating them into the team effectively.
- **Mentorship and Support:** Pair new hires with a mentor for their first 90 days to provide ongoing guidance, answer questions, and help them navigate the organization's culture.

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- **Feedback and Adjustment:** Conduct check-ins at key intervals (e.g., 30, 60, and 90 days) to assess the onboarding experience, address any challenges, and make adjustments to support long-term success and retention.

6. Leadership Development and Mentorship

- **Leadership Training Programs:** Develop and implement leadership development programs that help employees at all levels grow their skills and prepare for future roles within the organization.
- **Career Development and Performance Reviews:** Oversee the performance evaluation process, focusing on goal-setting and career pathing that align with employees' strengths and aspirations.
- **Mentorship and Coaching:** Provide guidance to managers on developing their teams, fostering a supportive culture that promotes continuous learning and professional growth.

7. Project Management and Strategic Initiatives

- **Strategic Project Leadership:** Lead and manage projects that align with 91 Place's strategic goals, such as program expansions or process improvements, ensuring alignment with organizational priorities.
- **Risk Management:** Work with the COO to identify and address potential risks, implementing solutions that protect the organization's mission and goals.
- **Evaluation and Reporting:** Track the progress and impact of strategic initiatives, providing regular updates to the CEO and stakeholders.

Challenges and Opportunities Expected:

- **Scalability and Growth:** As 91 Place grows, the Vice President of People & Culture will be instrumental in building scalable processes that enhance the organization's effectiveness and support its expanding impact.
- **Enhancing Onboarding and Retention:** Developing a world-class onboarding experience is essential to ensure new hires are fully integrated, engaged, and committed to 91 Place's mission from day one.
- **Fostering Leadership at All Levels:** Building a culture of leadership across the organization will empower staff to take initiative, make decisions, and drive the organization forward.

Fundraising Support:

- Participate in fundraising endeavors, including collecting stories for advancement purposes and supporting advancement staff as needed.

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Additional Duties:

- Perform other assigned duties.

Skills and Qualifications

- **Bachelor's degree** in Human Resources, Business Administration, Organizational Development, or related field. Master's degree is preferred.
- **5+ years of experience** in HR, organizational development, or a related leadership role.
- **Experience with nonprofits** and a strong alignment with 91 Place's mission and values.
- **Proven leadership skills** with a demonstrated ability to build, mentor, and develop high-performing teams.
- **Excellent interpersonal and communication skills**, with a talent for fostering positive relationships and an inclusive work environment.
- **Strategic mindset** with strong organizational and project management skills.
- **Understanding of Christian-based organizational values** and how to incorporate these into workplace culture.

In this role, the Vice President of People & Culture will have the opportunity to shape the future of 91 Place's team and operations, ensuring a supportive, mission-aligned workplace that fosters personal and professional growth. If you're passionate about nonprofit work and ready to make an impact, we encourage you to apply.