

## **POSITION ANNOUNCEMENT:**

### **DIRECTOR, PEOPLE AND CULTURE**

**Reports To: Chief Operating Officer**

**Status: Full-Time/Exempt**

**Location: Irvine, CA (Hybrid: In-Person and Remote)**

**Apply By: October 7, 2022**

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## **ABOUT SEQUOIA CLIMATE FOUNDATION**

Sequoia Climate Foundation is a new philanthropy that seeks to decarbonize the world economy at a speed and scale equal to the problem. We support bold strategies and efforts that will have both near-term impact and the greatest probability of long-term success. We believe that solving climate change requires the adoption of ambitious, evidence-based policy solutions that transform markets, advance clean technology, and lead to large-scale change.

Our focus areas include power, transportation, buildings, industry, land use, agriculture and forestry, finance, communications, movement building, and public engagement. Sequoia Climate Foundation is active in major emitting geographies, including China, the United States, India, and the European Union, among others. We are dedicated to building the political will and powerful coalitions needed to achieve these bold policy solutions.

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## **ABOUT THE ROLE**

The Director, People and Culture will design and implement strategies and policies based upon best practices, provide leadership, and bring a “roll up your sleeves attitude” to the team. The role serves as a strategic partner to the Chief Operating Officer and will lead the build out of this key function from the ground up with focus on the employee experience and engagement. This position is responsible for leading organizational design, talent acquisition, total rewards, benefit administration, payroll administration, leaves of absence administration, employee relations management, and enforcing company policies and practices. Working well as a collaborative member of the team, as well as part of the broader leadership team, is imperative to the success of this role as is the ability to deliver results in a fast-paced environment where systems and processes are still being developed and implemented.

We seek an approachable, empathetic listener who is strategic, ethical, and human-centered. The Director, People and Culture must be a builder excited about leveraging their experience and data to drive recommendations and decisions that will develop a strong foundation for culture and employee engagement. An inclusive and responsive approach to leadership is needed to support the Foundation’s team representative of many international cultures not only in Irvine but across satellite offices in Washington, D.C. and London with plans to grow to China and India.

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## **WHAT YOU WILL DO**

- Collaborate with the Executive Committee to support the organization’s goals and strategy related to culture, staffing, recruiting, and growth.
- Develop and execute strategies to foster and ensure diversity, equity, inclusion, and belonging (DEIB) in all aspects of employment at Sequoia. Monitors and reports on DEIB efforts and results to executive leadership.
- Create and execute a plan to build a people and culture function that is fully and appropriately staffed to meet the unique needs of Sequoia Climate Foundation.

- Lead the development of Sequoia’s culture emphasizing the importance of each individual within the organization and designing and championing strategies for employee engagement, consistent performance management, and coaching and development.
- Plan, lead, develop, coordinate, and implement policies, processes, training, initiatives, and surveys to support the organization’s human resource compliance and strategy needs.
- Administer and oversee human resource programs including, but not limited to, compensation, benefits, and leave; corrective action issues; performance and talent management; productivity, recognition, and morale; occupational health and safety; training and development; and employee engagement.
- Identify staffing and recruiting needs and develop and execute best practices for hiring and talent management.
- Manage the talent acquisition process including recruitment, interviewing, and hiring of qualified job applicants; collaborate with departmental managers to understand skills and competencies required for hiring needs.
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Oversee corrective action programs, terminations, and investigations.
- Maintain knowledge of and monitor and ensure the organization’s compliance with federal, state, and local employment laws and regulations (as well as international law, when applicable); recommended best practices; and create, review, and modify policies and practices to ensure compliance.
- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Develop and implement a departmental budget.
- Create learning and development programs and initiatives that provide internal development opportunities for employees.
- Perform other duties as required.

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## WHAT YOU WILL BRING

- At least 10-15 years of human resource experience, with senior leadership and HR strategy experience, is required, preferably inclusive of philanthropic and/or non-profit settings with experience designing and implementing systems for total rewards, total compensation, benefits, talent acquisition, onboarding, performance management, payroll, compliance, health and safety, employee engagement and inclusivity, retention, and offboarding.
- Demonstrated ability to plan and think strategically; set and achieve realistic goals and objectives; balance multiple priorities; and leverage data/evidence to inform decision-making with excellent attention to detail and follow through.
- Experience building, managing, training, and/or overseeing an HR team and driving a high-performance culture centering employee engagement.
- Experience establishing, reviewing, and modifying policies, procedures, and systems and overseeing hiring required, preferably in growing, global organizations.
- Ability to maintain confidentiality and utilize sound judgment and discretion when handling sensitive and confidential information and situations.
- Excellent written and oral communication skills, listening skills, ability to facilitate challenging conversations, and judgment in communicating within a variety of settings across a variety of global cultures; knowledge of best practices around communication in virtual/hybrid environments and/or a global workforce and experience in conflict resolution a plus.
- Comfort with technology, including selecting, learning, and implementing new technologies that enhance systems and culture.
- Demonstrated passion for or interest in decarbonizing the world economy at a speed and scale equal to the challenge with the ability to integrate and infuse the Foundation’s guiding principles into human resources.
- Knowledge of California employment law required with knowledge of or aptitude to learn applicable laws in other states and internationally a plus.

- Bachelor’s degree in Human Resources, Business Administration, or a related field or experience in excess of the minimum required; Master’s degree preferred.
- Human Resources Certification, such as PHR, SPHR, SHRM-CP or SHRM-SCP is highly preferred.

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## WHAT YOU WILL ENJOY

You will be a part of an organization that promotes positive change in the world to minimize the impacts of climate change. We provide competitive wages, health, and wellness benefits, paid vacation, holidays, and other perks to promote work/life harmony. We operate in a hybrid model, which means both workdays from home and in the office located in Irvine, California.

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## ADDITIONAL INFORMATION

This is largely a sedentary position that requires the ability to speak, hear, see, and lift small objects up to 15 pounds and requires the ability to periodically travel locally, regionally, and nationally.

COVID-19 Update: Sequoia Climate Foundation requires its employees to be fully vaccinated and up to date with their COVID-19 vaccines unless they are approved for an exemption as allowed under federal and applicable state law. Unless approved for an exemption, new hires must provide proof of COVID-19 vaccination at the time of hire and offers of employment will be contingent on compliance with Sequoia Climate Foundation’s COVID-19 vaccination policy.

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## HOW TO APPLY

Sequoia Climate Foundation is partnering with [Walker and Associations Consulting](#), a national Black- and woman-owned strategic management consulting and executive search firm, on this search. To apply, send a cover letter, resume, and list of three references (references will not be contacted without notice) to [sequoiaclimate@walkeraac.com](mailto:sequoiaclimate@walkeraac.com) by Friday, October 7, 2022, at 5 pm PT. Use “Director, People and Culture” in the subject line. A single combined PDF is preferred.

*We believe in cultivating teams with diverse backgrounds and offering equal opportunities. We strive to create a welcoming, inclusive environment where every team member feels valued, and diversity is celebrated. Sequoia is an Equal Opportunity Employer and does not discriminate based on race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or legally protected status.*

