



## Position Available

### Director of Human Resources The California Wellness Foundation Woodland Hills (Los Angeles), CA

#### The Opportunity

The California Wellness Foundation is seeking a human resources leader with exceptional interpersonal and organizational skills to manage the functions of the Human Resources Department with vision, strategic thinking, effectiveness and integrity. Cal Wellness believes that its employees are its greatest assets, because it is the dedication and expertise of its staff that are critical to achieving the Foundation's goals and ultimately impacting California communities in a positive way.

The director of human resources will partner with the president and CEO and the executive team to champion a culture of innovation and creativity, and lead human resource efforts to support the Foundation's mission, values, goals and strategies. The director also will develop, deliver and promote best practices in human resources leadership, operations, change management, organizational development, legal compliance, recruiting, performance management, employee relations, and compensation and benefits.

The director of human resources will report directly to the president and CEO and be based in the Foundation's headquarters in the Los Angeles area. Although currently located in Woodland Hills, the Foundation will move to downtown Los Angeles in the latter half of 2017.

#### The Foundation

Cal Wellness was established in 1992 as part of the conversion of Health Net from not-for-profit to for-profit status, making it one of the earliest and largest of the health conversion funders in the nation today and one of the largest health-focused foundations in California. Today, Cal Wellness is a private, independent foundation governed by its Board of Directors. The Foundation's mission is to improve the health of the people of California by making grants for health promotion, wellness education and disease prevention. Cal Wellness is a nationally recognized leader for its strategic core operating support of grantees, public policy grantmaking and its spotlight on violence as a public health issue. Since its founding in 1992, Cal Wellness has awarded 8,531 grants totaling more than \$960 million. For fiscal year 2016, the Foundation had an operating budget of \$12 million and a grantmaking budget of \$35.5 million. The Foundation has a total of 41 employees — 30 employees in Los Angeles and the balance in the San Francisco office. In 2017, the Foundation is celebrating its 25th anniversary. To learn more, visit [www.CalWellness.org](http://www.CalWellness.org).

## Key Responsibilities

- Human resources leadership. Strategically direct and oversee day-to-day management of the human resources function to efficiently meet the needs of the Foundation and create a satisfying employee experience. Manage all aspects of human resources with accountability and transparency. Lead and support the Foundation in creating and maintaining a positive culture that fosters desired staff competencies and demonstrates its values.
- Strategic integration of human resources functions. Develop a strategic approach that integrates all human resources functions, including identification of future workforce needs, recruitment and selection of staff, staff orientation and training, motivation of employees, performance development, and the creation of a positive and inclusive work environment.
- Executive partner. Be a trusted advisor to the president and CEO and the executive team by providing human resources expertise, guidance, customized solutions, crisp decision-making and timely, accurate information.
- Change management and organizational development. In partnership with the president and CEO and the executive team, plan and implement change-management initiatives and organizational development efforts to help Cal Wellness continue to thrive as a trusted philanthropic leader in California.
- Legal compliance. Conduct an in-depth compliance audit to ensure the Foundation's policies and practices are in compliance with all local, state and federal laws. Identify legally sensitive issues and work collaboratively with the president and CEO to meet and maintain compliance and solve problems. Consult with outside legal counsel as needed.
- Recruitment. Develop and implement a consistent, formalized and documented recruiting strategy for the Foundation, from candidate sourcing and interviewing to hiring and orientation. Ensure strategies are in place to seek out and attract candidates from diverse backgrounds and experiences. Collaborate with the executive team to identify critical positions and core competencies. Design and implement programs and processes to orient new employees, help employees develop ongoing skills, knowledge and experience, and plan for successors to key roles. Partner with the executive team to develop appropriate communications materials for the hiring process.
- Employee relations. Ensure consistent practices for managing employee relations. Provide effective leadership related to the Foundation's policies and procedures for its employees, and the performance development program. Proactively manage concerns about employee relations with



compassion and responsiveness. Provide a supportive environment for effective conflict resolution.

- Performance development. Oversee and collaborate with the executive team to lead an integrated performance development process, including job descriptions aligned with organization goals and priorities, evaluation, assessment, personal development planning and compensation review. Ensure consistency of the performance development system across the organization, including consistency in the standards set for performance and the use of ratings.
- Compensation and benefits. Ensure a benefits program that reinforces and reflects the Foundation’s culture. Be familiar with legal and regulatory issues governing employee benefit plans, including familiarity with the Employee Retirement Income Security Act rules related to 401(k) plans and knowledge of other qualified and nonqualified benefit plans. Oversee a competitive compensation and benefits program to attract, motivate and retain employees. Manage and evaluate relationships with external benefits consultants, advisors and providers.
- Administrative management and oversight. Enhance and/or develop, implement and enforce human resources policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization. In particular, develop proficiency in and manage the human resource databases, including external cloud-based systems (e.g., professional employer organization, TriNet’s HR Passport and Halogen, and the performance development system.) Prepare reports for critical analyses of the human resources function and the “people resources” of the organization.
- Travel. Travel between Foundation offices and to Board meetings on a monthly or semimonthly basis; occasionally travel out of state to conferences and other activities.

## Qualifications

The ideal candidate is an informed, strategic champion of human resources with a track record of developing and structuring strong human resource programs, an excellent manager of people and a creator of a satisfying employee experiences.

Key qualifications include:

- At least ten years of experience working in human resources, preferably in a generalist role.
- Three to five years of experience in a key management role within human resources.
- Bachelor’s degree in human resources, business or a related field; MBA and certification as a Senior Professional in Human Resources are each a plus.
- Thorough knowledge and understanding of federal and state employment and leave laws.
- Demonstrated experience, or certification in, managing human resource specialties, such as



benefits and compensation, and training.

- Experience managing personnel issues in multiple locations.
- Ability to think strategically while effectively managing the daily details of the department.
- Excellent communication skills with the ability to listen well and provide appropriate advice to staff and managers.
- Ability to translate the strategic plan into appropriate employee initiatives and programs.
- Ability to identify opportunities for improved productivity, employee morale and cost savings.
- Strong analytical skills and ability to solve problems creatively.
- Experience in successfully promoting a culture of diversity and Inclusion.
- Working knowledge of foundations, health care, nonprofit organizations and/or experience on a nonprofit leadership team or board is helpful.

Additional attributes include:

- A trusted advisor, partner and strategic thinker.
- A collaborative leader with the ability to maneuver from big picture strategic thinking to the tactical implementation of human resource services.
- An “influencer” who displays credibility, is able to cultivate support and inspire enthusiasm for vision and strategy, and has the energy, motivation and change-management skills to guide and support staff.
- Able to listen, negotiate, persuade and influence others in both written and verbal communication; able to explain complicated concepts simply and clearly; able to deliver delicate or difficult messages effectively, appropriately and with sensitivity.
- A relationship builder who is approachable, open, and visible.
- Is open-minded, flexible and self-aware; exhibits high emotional intelligence.
- Has an unquestioned reputation for integrity and ethics, and a strong ability to quickly gain the trust of others.
- Demonstrates a deep commitment to the mission of the Foundation.

**Compensation and Culture**

Salary is competitive and commensurate with background and experience. The Foundation's generous benefit package is inclusive of medical, dental, vision and life insurance, and short- and long-term disability coverage, and offers flexible spending and 401(k) plans. A positive work environment that supports excellence and values work-life balance is provided. The California Wellness Foundation is an equal opportunity employer.

**Application Process**

Martha Montag Brown & Associates, LLC has been retained for this search. Interested and qualified candidates are encouraged to apply by sending a cover letter, resume and salary information by email to [martha@marthamontagbrown.com](mailto:martha@marthamontagbrown.com). All correspondence will remain confidential.