



DIRECTOR OF ORGANIZATIONAL LEARNING AND TALENT DEVELOPMENT

Date of Last Revision: 12062023

Title Group: Director – Program or Functional Area

- Manages a function or group of processes within a department
- Has responsibilities for performance management of staff

Department: Administration

Reports to: Vice President of
Administration

Status: Full-time/Exempt

About the New Hampshire Charitable Foundation

The New Hampshire Charitable Foundation is New Hampshire's statewide community foundation, founded in 1962 by and for the people of New Hampshire.

We are the place where generosity meets the dedication and ingenuity of nonprofits and the potential of New Hampshire students. For six decades, thousands of people have entrusted their charitable resources to the Foundation, creating a perpetual source of philanthropic capital and making it possible for the Foundation to award more than \$60 million in grants and scholarships every year. We have a staff of 54 passionate and dedicated professionals working across the state, and are governed by a highly engaged Board of Directors.

The Foundation's purpose is to make New Hampshire a more just, sustainable and vibrant community where everyone can thrive. Our current strategic plan, *Together We Thrive*, is focused on advancing equity, racial justice, and economic security. That's because when a community can draw on the potential, strength, ingenuity and grace of every person in it, that community will be healthier, happier, more prosperous and a better place to live for all.

Position Summary

The Director of Organizational Learning and Talent Development serves as the programmatic and operational leader for organization level learning and talent development strategies and promotes a culture of learning, curiosity and continuous improvement across the Foundation. They will provide high level support to the Senior Leadership Team to ensure that the Foundation can attract, develop and retain the talent we need to deliver on our Strategic Plan. This position also works collaboratively with performance managers and staff across the Foundation to develop individualized learning plans that maximize employee growth and emphasize the knowledge, skills and attributes needed to deliver on our goals to advance equity, racial justice and economic security in New Hampshire communities.

Essential Job Functions and Responsibilities

Organization Wide Learning

- Planning and executing the Foundation's overall learning and talent development strategy in alignment with Together We Thrive, including ongoing learning related to equity and racial justice.
- Measuring and evaluating the effectiveness of learning, performance management and talent development initiatives and implementing changes or process improvements as needed
- Developing and equitably managing the Foundation's learning and talent development budget
- Identifying and deploying strategies to address knowledge or skills gaps particularly as it relates to our ability to deliver on the priorities outlined in Together We Thrive
- Identifying, deploying and supporting tools to enhance capacity for learning and knowledge sharing across the organization in partnership with IS staff.
- Engaging staff in the development of organization level learning initiatives by driving/coordinating the work of the cross-departmental Organization Wide Learning Team (OWLS)
- Developing and providing customized training and coaching for staff on a variety of topics to build shared understanding and enhance individual effectiveness.
- Planning and executing engaging and informative monthly all staff meetings.

Talent Development and Performance Management

- Overseeing the Foundation's performance management process and practices to align with talent development goals.
- Designing, coordinating and supporting initiatives to help performance managers be more effective in their roles; especially supporting the growth and learning of an increasingly diverse team.
- Collaborating with performance managers to ensure job descriptions are up to date, accurately reflect the role and the knowledge, skills and attributes required to be successful.
- In partnership with Performance Managers, creating customized development plans for each employee that are aligned with Foundation business needs and individual staff goals for career advancement.
- Overseeing orientation of new staff; including developing and delivering training programs to increase knowledge and understanding of Foundation basics quickly to support their smooth transition into a new role.

High level support to Senior Leadership Team

- Recommending and reporting on organizational measures and metrics to ensure alignment of learning initiatives with Together We Thrive goals

- Supporting the learning objectives of the Senior Leadership Team; including helping to develop or partnering with external vendors to develop learning initiatives to enhance the team's ability to lead an organization focused on equity, racial justice and economic security.

Other

- Performs other duties as assigned

Essential Knowledge, Skills and Attributes

- Passion for and experience in leading organization wide learning related to equity and racial justice
- Significant direct performance management experience; including supervising, coaching and guiding employee growth in alignment with business goals and organizational values.
- High emotional intelligence
- Strong customer service orientation and excellent interpersonal/relationship management skills and ability to engender trust
- Ability to be self-directed, as well as succeed and thrive in a collaborative team environment
- Ability to lead, inspire and motivate others and assume a leadership role on a team when appropriate
- Strong communication skills; Ability to present/convey information clearly and concisely
- Strong project management and meeting facilitation skills
- Ability to partner with a diverse group of stakeholders
- Awareness of adult learning styles, asynchronous learning approaches and other workplace learning best practices
- Excellent problem solving, organizational and time management skills; including ability to organize multiple tasks/projects, as well as prioritize tasks within projects.
- Ability to assess effectiveness of programs and services provided and course correct as needed
- Strong technical agility; Ability to evaluate, implement and/or learn new technology or systems to enhance capacity for learning and measuring performance across the organization.
- Ability to handle sensitive and confidential information with discretion and judgment

Job Characteristics

- Candidates have the option of working from a Foundation office, a home office or a hybrid approach. The Foundation requires all staff to be onsite on the first and third Tuesday of each month. Additional in-office presence may be required for training/orientation and to meet department or team needs.
- May require long periods of time at a computer
- Night and/or weekend work will be required
- Travel around the state will be necessary; may require travel to conferences with overnight travel

Essential Qualifications

- A combination of education and experience equivalent to the needs of the role
- Prior experience in workplace learning, performance management, talent and organizational development and human resources.
- Strong Microsoft/Office 365 skills and experience with HRIS, knowledge and learning management systems
- Valid driver's license

Organizational Life

- Participates in the Foundation's organizational life, including improvement teams, and events as required
- Belief in the mission and purpose of the New Hampshire Charitable Foundation
- Positively demonstrates the values and contributes to the culture of the Foundation
- Demonstrates a commitment to community and the well-being of New Hampshire
- Interacts professionally with other employees and external stakeholders
- Follows all company policies and procedures, as well as all local, state and federal laws concerning employment
- Contributes to a safe and productive environment

The New Hampshire Charitable Foundation provides equal employment opportunity to all applicants without regard to factors such as race, color, sex, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, pregnancy, genetic information, marital status, military or veteran status or any other characteristic protected by law.

Essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position. This job description is general and may evolve over time. The description is subject to periodic updating. At management's discretion, the employee may be assigned different and/or additional duties or responsibilities.