



## Vice President for People, Planning and Administration

**Title Group:** Vice President • manages a group of functions or departments  
• has responsibilities for performance management of staff

**Department:** Executive Administration

**Reports To:** President / CEO

**Status:** Full-time | Exempt

### **Position Summary**

#### **Primarily Advances Strategic Goal 3: Aligning Operations**

The Vice President of People, Planning and Administration serves as a member of the Foundation's senior leadership team and is responsible for overseeing human resources, strategy implementation and planning, office administration, and other key functions as assigned.

### **Essential Job Functions and Responsibilities**

#### **Human Resources**

- ☐ Provides strategic oversight and leadership on all aspects of human resources.
- ☐ Ensures the development and advancement of an empowered, engaged, inclusive and values-driven workplace culture.
- ☐ Oversees development, communication, and implementation of all personnel policies and benefits; ensure compliance with federal and state laws and regulations.
- ☐ Oversees and collaborates on workforce planning initiatives including talent acquisition, performance management and professional development strategies.
- ☐ Oversees, develops, and implements a progressive compensation and benefits philosophy and program balancing organizational resources with the need to maintain the Foundation's competitive position in the marketplace.

#### **Strategy Implementation and Planning**

- ☐ Leads the strategy implementation and planning team, integrating work planning, progress tracking, and evaluation of strategic goals, objectives, and strategies.
- ☐ Develops systems and oversees annual organization, department, and individual work planning.
- ☐ Ensures organizational wide learning is aligned with strategic goals and values.

#### **Administration**

- ☐ Responsible for overseeing and staffing office management including but not limited to front desk, office equipment and supplies, and archives.
- ☐ Develops and oversees policies and procedures for work locations for staff; includes coordinating office and shared space assignments in Foundation buildings.
- ☐ In close collaboration with the CEO and Senior Leadership Team, oversees and monitors the Risk Management framework, including adapting and updating as needed.
- ☐ Develops and monitors annual operating budgets in core areas of responsibility.

### Performance Management

Provides active, intentional leadership to the Director of Organizational Learning and Talent Development, Human Resources Associate, and Office Administration Associate; provides timely, positive and constructive feedback; monitors the accomplishment of team and individual goals and objectives; and fosters an environment of continuous learning and professional growth.

### *Other*

- ☐ Performs other duties as assigned

### Essential Knowledge, Skills, and Attributes

- ☐ Demonstrated ability to provide strategic human resources leadership and knowledge of proven human resources principles and practices including those pertaining to talent management, organizational development, diversity and inclusion, performance management, labor relations, employee communications and applicable laws and regulations governing these areas.
- ☐ Demonstrated ability to manage sensitive and confidential information with discretion and good judgment.
- ☐ Demonstrated ability to lead effective organizational-wide planning that integrates evaluation and learning.
- ☐ Demonstration of critical thinking and analytical skills and the ability to encourage cross-organization thinking and planning.
- ☐ Demonstration of empathetic, and effective listening, communication, presentation and persuasive skills, including the ability to receive, process and present both strategic and tactical information to diverse audiences while maintaining trusted and collaborative relationships with various stakeholders.
- ☐ Demonstrable ability to balance accountability with emotional intelligence when interacting with staff at all levels.

### Job Characteristics

- ☐ Shared office environment based in Concord, NH with potential for up to 2 days/week in a home office after initial three months employment.
- ☐ May require long periods of time at a computer.
- ☐ Night and/or weekend work may be required.
- ☐ Travel around the state may be necessary; it may require travel to conferences with overnight stays.

### Essential Qualifications

- ☐ A combination of education, certifications and/or relevant work experience equivalent to the needs of the role.
- ☐ Strong computer skills, including MS Office products, email, word processing, spreadsheets, Internet, and database applications; ability to monitor and use social media.
- ☐ Valid driver's license.

### Organizational Life

- ☐ Participates in the Foundation's organizational life, including department management, improvement teams, and events as required.
- ☐ 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.
- ☐ Works effectively as a team contributor on all assignments.
- ☐ Follows all company policies and procedures, as well as all local, state and federal laws concerning employment.
- ☐ Contributes to a safe and productive environment.

*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.*