

## **Senior Director, People and Culture**

For more than 30 years, the James Beard Foundation (JBF) has championed chefs and other culinary professionals while highlighting the centrality of food culture in our daily lives. As an organization we are committed to giving chefs and their colleagues a voice and the tools they need to make the world more sustainable, equitable, and delicious for everyone.

To this end, the Foundation has created signature impact-oriented initiatives that include our Women's Leadership Programs aimed at addressing the gender imbalance in the culinary industry; advocacy training through our Chefs Boot Camp for Policy and Change; and the James Beard Foundation Leadership Awards that shine a spotlight on successful changemakers. More recently, we have established our Open for Good initiatives, aimed at helping our industry survive, rebuild and thrive after the devastating impacts of COVID-19.

Through the James Beard Awards, unique dining experiences at the James Beard House and around the country, scholarships, hands-on learning, and a variety of industry programs that educate and empower leaders in our community, the Foundation has built a platform for chefs and asserted the power of gastronomy to drive behavior, culture, and policy change around food, with a specific lens on diversity, equity and inclusion.

The Senior Director, People and Culture will be responsible for executing our people initiatives across the full employee lifecycle, providing great internal customer support, training/coaching for our people managers, driving HR functional excellence and continuous improvement around things like engagement, sourcing/recruitment, onboarding and development planning, performance management, etc. that meets both Foundation and partner objectives. The Senior Director, People and Culture reports to the CEO, and acts as a strategic consultant to the senior leadership team focused on attracting, retaining and developing talent that reflects our population and promoting an inclusive environment where employees at all levels can perform their best. This position will be based in Flatiron, NYC.

At the James Beard Foundation, we enjoy working in a team-based environment and value the benefits of a diversified workplace. JBF is an equal opportunity employer and does not discriminate based on age, citizenship, color, creed, physical or mental disability, ethnicity, family responsibilities, gender identity and expression, sexual orientation, marital status, race, religion, veteran status or other unlawful factors with respect to employment. JBF is committed to the maintenance of a drug-free workplace and ensuring compliance with Drug-Free Workplace Act of 1988.

### **Responsibilities:**

- The ability to understand short- and long-term organizational goals and recommend implementation plans, new approaches, policies and procedures to effect continual improvements in the development of HR within the organization
- A true hands-on approach, as well as the ability to successfully monitor the "pulse" of the employees to ensure a high level of employee engagement

- Strong commitment to actively promoting diversity, equity, and inclusion in all aspects of our work
- Knowledge of employment law and compliance practices
- Coaching and mentoring at management level, using influence skills and leveraging HR expertise to partner with leaders for decision-making, strategically and operationally
- Success in creating and driving effective development, employee relations, retention and reward programs
- Being an enthusiastic team player, with a strong drive to create a positive and inclusive work environment
- Bias for action; strong solutions-focused approach to work
- Passion for innovative HR practices, balanced with pragmatism and ability to prioritize
- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

#### **Requirements:**

- 6+ years human resource business partner experience
- Human Resources professional certifications (PHR/SPHR, CHRP, or similar programs) a plus
- Excellent time-management, project management and organizational skills
- Ability to think creatively and strategically
- Exhibit care and sound judgment in responsibilities at all times
- Tech savvy, proficient in Microsoft Suite including Excel and PowerPoint, and Mac Keynote
- Outstanding verbal and written communication skills
- Detail-oriented and efficient
- Team-oriented with a willingness to contribute where/as needed
- Interest or experience in culinary industry

There are many benefits to a career at the James Beard Foundation. In addition to working to promote a good food world through thought leadership, education, and advocacy, JBF offers its employees a dynamic work environment with benefits including medical, dental, life insurance, 403(b) retirement savings, and generous paid time off. Additional perks include TransitCheck, discounted health club memberships, and eight complimentary passes annually to dine at the James Beard House.

Please submit your resume and cover letter with salary requirements to [hr@jamesbeard.org](mailto:hr@jamesbeard.org). Please include Senior Director, People and Culture in the subject line. Qualified candidates will be contacted by phone and/or email.

#### **HOW TO APPLY**

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