



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB TITLE: VICE PRESIDENT OF PEOPLE AND CULTURE

DATE POSTED: September 2, 2022

SALARY RANGE: \$75,000-\$83,000 per year

JOB TYPE: Full-Time

RESUMES ACCEPTED UNTIL: October 7, 2022

RESUMES MAY BE SUBMITTED TO: David Fagerstrom at davidfagerstrom@gv-ymca.org

JOB LOCATION: 2132 South 12th Street, Suite 201, Allentown, PA 18103

JOB DESCRIPTION:

The Greater Valley YMCA is accepting applications for an immediate opening as Vice President of People and Culture. This individual will be responsible for creating and shaping a culture of "leading and coaching for excellence." It's an opportunity to live out *your personal why* and change the lives of thousands of employees, residents, and volunteers.

Reporting to the Chief Executive Officer and working in collaboration with the COO and the Senior Leadership team, the Vice President ("VP") of People and Culture will be our Human Resources (HR) leader and champion, responsible for creating a strong culture of leading and coaching for excellence, through the demonstration of collaboration, mission above self, and a growth mindset.

This individual will be developing and executing plans and strategies across all departments and branches of the Greater Valley YMCA ("YMCA") relating to recruitment, talent management, performance management, colleague engagement, diversity and inclusion initiatives, training and staff development, employee communications, volunteerism and events in close partnership with the Senior Leadership Team., The VP of People and Culture is expected to build upon our organization's success, constructing and fulfilling all assigned financial and operational objectives.

Our next VP of People and Culture must be comfortable inspiring, motivating, communicating, and influencing at all levels and in many environments. This individual must operate with the highest levels of integrity, honesty, and ethics. This position is responsible for building YMCA leadership competencies amongst all employees and volunteers to ensure the mission, purpose, image, and core values of the YMCA are conveyed at all times.

QUALIFICATIONS:

- Bachelor's degree in business, human resources or equivalent.
- Ten or more years of professional leadership experience in human resources preferred.
- Knowledge and professional experience in planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Current knowledge and understanding of regulations, industry trends, current practices, new developments, and applicable laws regarding human resources.
- Proficiency in business and human resources related computer applications, which may include talent management systems, time and attendance systems, etc.
- Senior human resources certification preferred (SHRM-SCP or equivalent).

ESSENTIAL FUNCTIONS

DRIVES CULTURE

- Drives employee experience & engagement, ensuring a high satisfaction/sense of belonging.
- Drives employee recruitment, ensuring the organization is properly staffed.
- Drives employee development, ensuring that a stronger team is grown over time.
- Drives employee communication, ensuring employees feel part of something bigger.

OVERSEES ADMINISTRATION

- Researches, creates, implements, and oversees all HR business systems.
- Oversees bi-monthly payroll and all related tasks and reports are performed on time and correctly.
- Oversees the GVY compensation and benefit programs.
- Ensures the YMCA remains current with employment laws and regulations.
- Ensures all employee records are completed legally, on time, and are filed.
- Provides guidance, addressing questions and workplace problems.

CONTRIBUTES AS A KEY PART OF THE C-SUITE LEADERSHIP TEAM

- Contributes strategic thinking to drive organizational change.
- Contributes staffing strategies and implementation plans and programs.
- Contributes with board committees and staff affinity groups.
- Identifies and cultivates candidates for advancement within the YMCA.
- Performs other duties as assigned.

Cause-Driven Leadership Competencies

The heart of the position will be the ability to look past what is and to envision what can be. Ideas for new systems, procedures, etc. originate from all C-Suite positions within their respective departments. Therefore, a high level of self-motivation/innovation/creativity is required to be successful at this position.

About Greater Valley YMCA:

The Greater Valley YMCA with locations in Allentown, Bethlehem, Catasauqua (Suburban North), Easton, Phillipsburg & Vicinity, Nazareth, and Pen Argyl (Slate Belt) is a 501(c)3 nonprofit organization. We believe in strengthening our community through membership and programs that foster youth development, healthy living and social responsibility for all. Our mission is at the heart of everything we do and is deeply embedded in our culture.

Every team member at the Greater Valley YMCA is guided by our principles of Caring, Honesty, Respect and Responsibility.

As an important member of our Y team, you will have the opportunity to make a positive and profound impact in the lives of our fellow neighbors right here in the Lehigh Valley.

The Greater Valley YMCA is an equal opportunity employer and does not discriminate in recruitment, hiring or other terms or conditions of employment on the basis of race, color, religion, national origin, sex, disability, age or any other status protected by law.