

## Director of Talent Management

### WHY MIDPEN

At MidPen, we build communities that change lives. Since 1970, we have been committed to our mission: to provide safe, affordable housing of high quality to those in need; establish stability and opportunity in the lives of residents; and foster diverse communities that allow people from all ethnic, social, and economic backgrounds to live in dignity, harmony, and mutual respect.

We develop affordable housing, provide professional property management for all our communities, and coordinate robust onsite support programs that help residents thrive. We are active in 12 Northern California counties and have earned recognition as one of the nation's leading non-profit developers and stewards of affordable housing. Our current portfolio of more than 130 properties is home to 20,000 working families, seniors, and people with special needs. We take pride in delivering affordable housing solutions, and we invite you to join us on a journey toward social, economic, and racial equity.

### BENEFITS AND COMPENSATION

In 2023, MidPen was again certified as an official Great Place to Work®, and for good reason! In addition, we offer a best-in-class benefit package that includes healthcare options (Kaiser or Sutter), dental, vision, life & disability insurance. We also offer a wide range of voluntary benefits; 403(b) retirement investment opportunity and annual financial literacy and retirement planning options, FSA for childcare, medical and commuter benefit options, Employee Assistance program and pet insurance for our furry, feathered, and scaled friends. In addition to 14 paid company holidays, which include a paid winter holiday break between Christmas and the New Year, we offer 4 paid wellness days for employees to disconnect and recharge. As a learning organization, we encourage professional development and career advancement, and we offer up to \$3,000 annually (\$12,000 lifetime maximum) for education assistance with tuition reimbursement and/or loan debt relief that includes qualified family members. And, as a family-friendly company, we offer a paid time off parental leave benefit of 12 weeks in a 12-month period for new or expecting parents. Check out our benefits snapshot on our careers page.

### PAY RANGE

\$165,000 - \$180,000 Annual Salary - Pay based on applicable experience and qualifications

### POSITION OVERVIEW

The Director of Talent Management has a pivotal role within the Human Resources department and is responsible for leading efforts to shape and enhance the employee experience across the organization. This role involves overseeing employee experience programming, managing HR Business Partners (HRBPs), driving performance management, gathering and acting on employee feedback, and proactively fostering positive and productive employee relations. The Director of Talent Management will collaborate closely with HR Operations, Talent Acquisition, Learning & Development (L&D), DEIB, Internal Communications, and leadership to ensure a holistic approach to talent management that supports employee growth, retention, and a high-performance culture for MidPen to thrive.

This is a hybrid position, based on current MidPen policy of working Tuesdays and Thursdays in the Foster City Office. Monday, Wednesday and Friday, option to work from home or the office. When working from home, requires a reliable internet connection.

### ESSENTIAL DUTIES

HR Business Partners (HRBPs) Leadership

- Hire, lead, and mentor a team of HRBPs to ensure they effectively support their respective business units

- Provide strategic guidance to HRBPs to resolve complex employee relations issues and drive organizational goals

#### Employee Experience Programming

- Partner to design and implement comprehensive employee experience programs that foster a positive and engaging work environment. These programs include performance management, engagement surveys, career pathing, goal setting, manager coaching, and more
- Continuously assess and improve employee experience initiatives based on feedback and industry best practices

#### Employee Feedback and Proactive Employee Relations

- Establish mechanisms for collecting and analyzing employee feedback to identify areas for engagement and improvement
- Proactively address employee concerns and foster a culture of open communication, trust, and well-being

#### HR Team Collaboration

- Partner with HR Operations to align compensation and benefits programs with broader talent strategies
- Collaborate with Talent Acquisition on employer branding and recruitment strategies to attract top talent
- Support career path development and competency frameworks that provide employees with clear growth opportunities
- Partner with L&D to create adaptable development and training programs that align with MidPen's goals and address employee skill gaps across all levels

#### Organizational Outreach

- Conduct regular outreach to connect with employees, managers, and leaders across MidPen
- Foster strong relationships and ensure alignment between talent management initiatives and business objectives
- Performs other duties as assigned

### QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required.

#### Education and Experience

- Bachelor's degree in Human Resources, Business Administration, or a related field with a minimum of 7 years of experience in Human Resources, with at least 5 years in a leadership role focused on talent management, including managing HRBPs, or an equivalent combination of education and relevant work experience
- Master's degree preferred

#### Knowledge, Skills, and Abilities

- Strong understanding of performance management, employee relations, and talent acquisition
- Excellent communication and interpersonal skills, with the ability to build relationships at all levels of the organization
- Proven track record of developing and implementing successful employee experience programs
- Ability to think strategically and drive change in a dynamic environment
- Leadership and Mentoring
- Strategic Thinking
- Communication and Relationship Building
- Problem Solving and Decision Making

- Data Driven
- Adaptability and Innovation
- Must possess a valid California Driver's License, proof of current auto insurance, and reliable transportation
- Commitment to the Mission and Values of MidPen Services and MidPen Housing

#### Physical Requirements

- Constantly perform desk-based computer tasks
- Frequently sitting
- Occasionally stand/walk, reach/work above shoulders, grasp lightly/fine manipulation, grasp forcefully, use a telephone, sort/file paperwork or parts, lift/carry/push/pull objects that weigh up to 15 pounds
- Rarely twist/bend/stoop/squat, kneel/crawl

This description reflects management's assignment of essential functions, it does not proscribe or restrict the tasks that may be assigned.

#### EQUAL OPPORTUNITY EMPLOYER

MidPen Housing Corp. provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

Consistent with its obligations under the law, MidPen Housing Corp. will provide reasonable accommodation to any employee with a disability who requires accommodation to perform the essential functions of his or her job. MidPen believes that diversity and inclusion among our teammates is critical to our success, and we seek to recruit, develop, and retain the most talented people from a diverse candidate pool.

To apply, visit: <https://apptrkr.com/5722965>