



Job Title: Chief People Officer
Reports to: Chief Executive Director
Location: San Diego, Full Time
Salary Range: \$114-\$144K

The Organization

The Challenged Athletes Foundation® (CAF) is a world leader in helping individuals with physical challenges get involved – and stay involved – in sports and fitness. CAF believes that participation in sports at any level increases self-esteem, encourages independence, and enhances quality of life. Since 1994, more than \$134 million has been raised and over 35,000 funding requests from challenged athletes in all 50 states and dozens of countries have been satisfied. Additionally, CAF's outreach efforts impact another 60,000 individuals each year. The CAF is headquartered in San Diego with regional offices in New York City, San Francisco and Boise, Idaho.

Position Summary

The Chief People Officer is responsible for determining and providing leadership in developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in the areas of talent management, change management, organizational and performance management, training and development, and compensation. The Chief People Officer provides strategic leadership by articulating Human Resource needs and plans to the leadership team and board of directors and is a strong advocate for people with disabilities and the mission of the organization.

The Chief People Officer is responsible for leading and managing employee communications, employee relations, policy development, legal compliance, compensation and benefits. Is responsible for nurturing, shaping and sustaining the overall cultural strategy for the company. The position is also responsible for Risk Management providing leadership of applicable Insurance programs and reporting.

The Chief People Officer will work closely with the Senior Leadership Team to make culture a strong component of the company's overall business strategy.

Responsibilities/Duties/ Essential Job Functions:

- Provide overall leadership and guidance to HR function by overseeing talent acquisition, career development, succession planning, retention, training and leadership development, compensation and benefits.
- Develop comprehensive strategic recruiting and retention plans to meet the organization's goals and minimize staff turnover.
- Evaluate current organizational structure and develop and implement compensation and benefit programs, including job description and classification, salary structure. Align staffing to support CAF's future strategic direction anticipating growth.
- Complete a culture audit to identify and further develop our strengths. Instill a culture of performance and accountability.
- Identify and guide implementation of training and compliance programs for internal staff and external key positions such as coaches, mentors, volunteers. (Sexual Harassment, SafeSport, etc.)
- Evaluate and implement the performance review program to ensure effectiveness, compliance, consistency, and equity across the organization.
- implement a DEI vision and strategy for the entire organization.

- Oversee employee expectations across a national workforce including headquarters and regions, address challenges of combined in office and remote workforce ensuring compliance and equity. Oversee vacation and time off policies.
- Function as a strategic business advisor to the executive/senior leadership regarding key organizational and management needs. Address and resolve employee conflict or issues as a thoughtful and insightful leader and with intention to maintain a positive work environment.
- Analyze current policies and procedures. Refine, communicate, and uphold CAF's Code of Conduct. Function as a confidential resource for employees and external stakeholder including athletes.
- Develop and maintain HR budgets.

Talent Management

- Supervises the HR and Operational team in creating an inviting and service minded experience for employees and CAF community.
- Provide practical formal/informal coaching and development in all areas of leadership including culture creation, career development, and general management / employee relationship issues.
- Direct the design and delivery of both in-house and third party learning and personal development opportunities such as coaching, training, and online learning.

Risk Management

- Oversees the planning organizing and development of corporate insurance, safety, policies, and procedures.
- Leads the review of Insurance programs, suggesting modifications, and ensuring current requirements and risks are identified and addressed.
- Provides management support in the identification of potential risk throughout the organization.

Qualifications / Work Experience

- A BS/BA degree from an accredited college/university.
- 10+ years of professional experience in all aspects of human resources management and staff development, non-profit experience preferred.
- Professional certification in Human Resources (SHRM-CP, SHRM-SCP, PHR) is preferred.
- Demonstrated expertise in strategic HR management (i.e. planning and policy, talent management, selection, compensation, benefits, training and staff development, employee relations, and performance management)
- Strong communication skills including but not limited to negotiation, influence and consensus building in order to interface with employees/customers at all levels within the organization as well as external beneficiaries, supporters, business partners, vendors and volunteers.
- Strong and collaborate leader with the ability to inspire and motivate others. Ability to work in fast-paced and dynamic environment across multiple locations and activities.
- Work requires willingness to work in San Diego based office, some weekends and travel expected.
- Experience working with people with disabilities is beneficial.

Compensation

- All applicants are required to provide their 1. salary requirements when submitting a 2. cover letter and 3. resume to HR@challengedathletes.org.
- CAF offers a competitive compensation package, commensurate with experience. Offer of employment is contingent upon successful background check.
- Diversity and inclusion are a critical component of our business strategy, mission and vision. We welcome candidates from an array of backgrounds and experiences to join our team. Learn more about our commitment here: <https://www.challengedathletes.org/diversity-and-inclusion-policy/>
- CAF is an equal opportunity employer (EOE) and does not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, sex, gender identity, sexual orientation, national or ethnic origin, age, disability, marital status, amnesty, or veteran status.