

## Director of Talent and Culture

### **Who We Are:**

EHDD is a national leader in design, architecture, and sustainability. We believe great design lifts spirits and opens minds, connects people and communities, embraces, and protects the environment. With a 75-year-old rich history, we pride ourselves on our ability to adapt progressively over the last five generations. EHDD is excited in this stage of our growth to find a talented HR business leader who will help us thrive in this transformational moment while continuing to evolve and elevate our firm's talent management.

### **Our Culture:**

At EHDD, we give you the opportunity to work with amazingly smart humans who are working to make the world a better place. As one of the best design firms nationally, we attract and retain diverse, talented employees with interesting hobbies spanning video artists, abalone divers, to semi-pro musicians. In addition to our team-centric culture, we believe that your individual creativity allows us to be one of the best. We gather at our remarkable pier locations on the Bays - in San Francisco and Seattle - through convenings in our "square" - our community gathering place with fabulous gourmet kitchens. Our annual staff retreats, organized by our Associates, bring us all together in creative and social activities. Our holiday parties live long in the memories of our staff and alums. Our colleagues admire and respect one another, we celebrate our wins, update company news and acknowledge each other's achievement at our monthly staff gatherings that celebrate our people and our work. We are a teaching, innovative and learning culture that spans 4 generations - people mentor up and down, formally and informally.

### **The Perfect Fit:**

You are a strategic, emotionally intelligent self-starter who has passion for making the world a better place and working with a team driven to stem climate change and increase equity through access to quality education. A person that thinks outside of the box and implements best practices that nurture our culture and thoughtfully considers the impact on our people and the world at large.

You are a leader with the drive to build a thriving, inclusive team environment that is kind, smart, and collaborative. A person that is creative, passionate, and can envision elegant solutions where others see only roadblocks. You have an innate ability to collaborate with teams to build relationships and deliver great results. You understand how to take the vision of EHDD and translate it to tactical steps to execute.

Excited by creating effective strategies that ensure EHDD attracts, retains, and develops our people as we adapt to a hybrid workforce. A team player with an upbeat, positive attitude that has experience dealing with a wide variety of different personalities

and doesn't mind diving into the details or popping up to the bigger picture. Someone who thrives on setting goals, demonstrating progress, and moving things forward by themselves and within a collaborative team. Excited by growing your career with us and bringing fun to everyday employee experiences.

### The Job:

The Director of Talent & Culture (DoTC) is a key position on the EHDD Leadership Team and will work across the company to support employees in creating optimal impact. This position will be responsible for leading the development, implementation, and management of Human Resource and People initiatives across EHDD aimed at improving the employee experience. With a focus on employee empowerment and wellness, the DoTC will ensure processes and systems are responsive to staff needs, inclusive of best practices, and attract, develop, and retain a highly effective and motivated team. This position requires thorough understanding of EHDD's strategic plan, operating objectives, and core values. The ideal candidate must possess strong relationship-building skills and is expected to play a proactive and visible role. They will also need experience overseeing and advising on a wide range of HR function including Diversity, Equity, and Inclusion (DEI) strategy and implementation; employee lifecycle management with focus on recruitment, onboarding, retention, learning and development; compensation and benefits; HR systems and operations; organizational design; and compliance.

### Organizational Alignment:

- Reports to a Principal
- Collaborates and works closely with all members of the Leadership Group including all Principals, the Director of Business Development, Director of Finance, and Director of Construction.

### Essential Duties & Responsibilities:

- **Strategic Leadership:** Serve as a key thought partner to the leadership team and champion creative strategies to enhance equity and culture that align with EHDD's strategy and financial sustainability
- **Compliance:** Ensure compliance with applicable legal and regulatory standards
- **Multi Location Expertise:** Oversee HR across SF and Seattle offices and any potential future offices
- **Culture and Community:** Shape a human-centered culture that supports high-performing teams committed to achieving the company mission
- **Trusted Advisor:** Establish credibility throughout the organization, serving as a trusted advisor and problem solver for both management and staff; be proactive in matters of conflict resolution
- **Diversity, Equity, and Inclusion:** Oversee DEI initiatives and success metrics to include implementing systems, developing a learning agenda, and ensuring

ongoing training throughout the organization to impact internal and external partners

- **Recruitment, Onboarding, and Transition:** Design and implement strategies to attract, hire, and retain dynamic talent
- **Learning and Development:** Partner with company leaders to create systems and processes that enable staff at all levels continue to learn, grow, and develop within the organization
- **Improve Organizational Capacity:** Strengthen the capacity of managers throughout the organization to lead effectively by providing coaching and guidance
- **Talent and Performance Management:** Develop clear, consistent and equitable systems for performance management, career pathways and succession planning
- **Compensation and Benefits:** Develop, manage, and evolve EHDD's compensation and benefit approach and systems

### Key Competencies & Skills

- **Flexible Work Style:** Ability to work both independently and collaboratively as a team player.
- **Expert Listener:** Demonstrated ability to hear differing perspectives, influence, and gain consensus.
- **Communication and Collaboration:** Excellent interpersonal, coaching, presentation, oral, and written communication skills.
- **Action Oriented:** Strong organizational skills, including the ability to manage multiple concurrent initiatives while paying close attention to the details.
- **Inspirational Presence:** Be EHDD's ultimate cheerleader to help teams understand how their work contributes to end goals. Work with managers to create team cohesion and fulfillment.
- **Simplification:** Able to distill the complex into the simple and communicate the best path forward.
- **Strategic Thinking and Analytical Skills:** Ability to look at each problem or data set from many different angles to find innovative and simple solutions.
- **Data-Driven Problem Solver:** Solid business acumen, management reporting, and problem-solving abilities.
- **Conflict Management:** Excellent interpersonal, negotiation, and conflict resolution skills.
- **Priority Setting:** Ability to prioritize tasks and delegate them when appropriate.

### Qualifications:

- BS/BA degree required.
- SPHR, SHRM-CP, or SHRM-SCP highly desired.
- A minimum of 10 years of related HR, culture and systems experience across a broad set of HR functions and competencies, preferably in professional services organizations.
- Experience managing through organizational change or growth.
- Knowledge of employment laws and regulations for CA and WA.
- DEI training and certificate preferred.
- Proficiency with collaboration, HRIS, and talent management systems.
- Must live or be willing to relocate to the San Francisco area.

### Salary:

*EHDD offers a very competitive rewards package, plus bonus potential along with full health benefits and other top-level benefits and perks.*

### How to Apply:

If you are an out of the box thinker, committed to making a best-in-class employee workplace, and believe that better experiences shape a better workplace--we'd like to hear from you. For consideration, please submit your application via [ehddtalent@vibrantcultures.com](mailto:ehddtalent@vibrantcultures.com)

*EHDD is proud to be an AA/EEO employer and all qualified candidates will receive consideration without regard to characteristics protected by applicable local, state, or federal law, such as race, color, sex, age, religion, national origin, physical or mental disability, pregnancy, marital status, veteran or military status, genetic information, or sexual orientation.*