



Director, People and Culture

ORGANIZATION:	Cultural Vistas
DEPARTMENT:	Administration
POSITION TITLE:	Director, People and Culture
LOCATION:	Hybrid position based in Washington, D.C. (In-person at least 3 times a week)
LANGUAGE(S):	English – Written and Verbal Fluency Required Another language – Nice to Have
SALARY GRADE:	US Salary Grade 5
ABOUT THE ORGANIZATION:	<p>Founded in 1963, Cultural Vistas is a 501(c)(3) nonprofit organization that leverages the power of international exchange to connect lives, enhance global skills, and drive positive change. Every year we implement dozens of exchange programs and career development opportunities that empower individuals and institutions to strengthen their critical thinking skills, broaden their appreciation of diversity, build collaborative networks, and approach challenges with an inclusive mindset.</p> <p>Our programs inspire curious, culturally competent, and engaged leaders equipped to navigate our complex and ever-changing world. Learn more at www.culturalvistas.org.</p>
POSITION SUMMARY:	The Director, People and Culture, reporting to the Chief Financial Officer & Vice President of Administration, is responsible for leading the organization's HR function by developing and implementing strategies that attract, retain, and develop a talented workforce. This role oversees all aspects of HR, including recruitment, compliance, employee relations, benefits administration, organizational development, and performance management. The HR Director drives initiatives to ensure alignment between HR initiatives and the organization's goals, values, and mission to foster a positive and productive work environment.
DUTIES:	<p>Key Responsibilities:</p> <p>Strategic Leadership</p> <ul style="list-style-type: none"> • Develop and implement HR strategies and initiatives aligned with the overall business strategy with demonstrated ability to anticipate HR and organizational needs and proactively develop people-centered solutions • Partner with senior leadership to foster a high-performing and inclusive workplace culture. • Act as a strategic advisor to leadership on organizational design, workforce planning, and talent management. • Identify HR trends and recommend proactive solutions to enhance employee experience and organizational effectiveness. • Attend and contribute to board meetings as needed to represent HR strategy, workforce priorities, and organizational culture. • Lead efforts to embed core values across all HR systems, processes, and communications acting as a culture steward for the organization <p>Talent Acquisition and Retention</p> <ul style="list-style-type: none"> • Oversee recruitment efforts, ensuring a diverse pool of qualified candidates. • Develop strategies for onboarding, retention, and succession planning. • Monitor and analyze employee turnover rates, implementing retention programs as needed. • Collaborate with managers to identify and address workforce needs. <p>Employee Relations and Engagement</p>

GENERAL QUALIFICATIONS:

Org Values:

- Promote positive employee relations by addressing workplace concerns and resolving conflicts effectively.
- Lead initiatives to enhance employee engagement, satisfaction, and morale, including staff retreats, general staff engagements throughout the year.
- Serve as a point of escalation for complex employee issues, ensuring fair and consistent application of policies.

Compliance and Policy Management

- Ensure compliance with federal, state, and local employment laws and regulations.
- Develop, implement, and maintain HR policies and procedures, ensuring they reflect current legal requirements and best practices.
- Oversee workplace safety programs and ensure compliance with Occupational Safety and Health Administration (OSHA) standards.

Performance Management and Development

- Oversee the performance management process, ensuring alignment with organizational goals.
- Develop and implement training and development programs to build skills and leadership capabilities.
- Provide coaching and support to managers and develop HR team members on effective performance feedback and development planning, while fostering collaboration that serves the entire organization.

Compensation and Benefits

- Oversee the administration of employee compensation and benefits programs.
- Evaluate and recommend changes to benefits packages to remain competitive and cost-effective.
- Ensure compliance with compensation-related regulations, such as the Fair Labor Standards Act (FLSA).

HR Operations

- Design and implement scalable HR infrastructure to support growth; balancing structure with flexibility.
- Manage the HR department's budget and resources.
- Oversee HR systems and tools, ensuring data integrity and efficient processes.
- Prepare and present HR metrics and reports to leadership

- Bachelor's degree in human resources, or related field required.
- A master's degree in human resources OR senior level HR certification required.
- 8 years of progressive HR experience, including at least 4 years in a leadership role required.
- Comprehensive knowledge of employment laws and regulations (e.g., FMLA, ADA, EEO, FLSA).
- Demonstrated success in leading diversity, equity, and inclusion (DEI) initiatives.
- Proven experience in talent management, employee relations, and organizational development.
- Exceptional leadership, interpersonal, and communication skills.
- Proven ability to build relationships across all levels of the organization.
- Proficiency with HR software and systems, such as HRIS platforms.
- Professional HR certification (e.g., SHRM-SCP, SPHR) strongly preferred.

Intercultural Competence

We are committed to fostering intercultural competence by equipping individuals with the skills to engage effectively and respectfully across cultures. This includes understanding diverse perspectives, adapting communication and behavior in different cultural contexts, and creating environments where everyone feels valued and has the opportunity to contribute and succeed.

Collaborative Community

At Cultural Vistas, we recognize and embrace our interdependence on one another as human beings and believe the most effective and innovative solutions to challenges emerge when we build strong communities.

We strive to reach across borders of all kinds – from departmental to geographic – to work together, share knowledge, and reach common goals.

Continuous Learning

At Cultural Vistas, we value and provide the opportunity and capacity to learn from all situations and from all people through reflection and curiosity, both shared and individual, professional and personal.

Adaptability

At Cultural Vistas, we understand that the world is an ever-changing place. We operate with a common willingness to respond quickly to change in the face of unforeseen challenges. We focus on building sustainable, evolving programs that can withstand time.

Integrity

At Cultural Vistas, we are committed to honesty, respect, and clarity of our mission and strategic vision. We strive to communicate transparently and authentically across the organization and with our stakeholders. We recognize that genuine and effective communication is an ongoing and multidirectional process.

Dedication

At Cultural Vistas, we are passionate about designing transformational experiences, delivering quality service, and building meaningful relationships for our participants, partners, supporters, and colleagues.

Domestic and international travel may be required.
Work on weekends, holidays, and evenings may be required.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent will possess the skills, aptitudes, and abilities to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat or significant risk to the health or safety of themselves or others. The requirements listed in this document are minimum levels of knowledge, skills, and/or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.