



**POSITION PROFILE**

# Chief, People + Culture

Seattle Foundation

Seattle, Washington

# ABOUT SEATTLE FOUNDATION

Founded in 1946, Seattle Foundation (The Foundation) uses their philanthropic expertise, deep roots in the community and network of partners, to develop targeted strategies to quicken the pace of progress toward a stronger community for all.

Over the past 20 years, the Greater Seattle region has experienced some of the greatest wealth creation in recent history, while disparities have deepened and widened. Now, as we find a way forward from a global pandemic and respond to ongoing calls for racial justice, we must continue to coalesce around a shared vision for Seattle – one where every child in the community has access to an equitable, safe, and joyful future.

As an anchor institution, Seattle Foundation utilizes a guiding framework – their Blueprint for Impact – to outline a series of strategies for advancing racial equity, shared prosperity, belonging, and justice. The Foundation’s role as a community foundation is to support – through resources, positional power, and access – those on the frontlines of racial and social justice efforts. They are also reimagining the role of community philanthropy and actively engaging with thousands of institutional funders and individual donors to join them in this reimagination.



Building on a long journey of listening to and investing in BIPOC communities, the Foundation is deepening its community-centered approach and building out a more comprehensive civic leadership strategy. They view their community of support – staff, board, community organizations and leaders, funders, and donors— as critical partners and allies in advancing a more equitable and just region.

Throughout the pandemic, Seattle Foundation stepped up in bold and innovative ways, including in partnership with institutional funders. After mobilizing more than \$110 million for COVID relief throughout 2020 and 2021, they are now focused on evolving their role as a community foundation by making the necessary operational and strategy shifts to ensure they are fully working towards their mission that is centered in community and equity.

With over \$1.2 billion in charitable assets under management, Seattle Foundation awards more than \$200 million annually to nonprofit organizations. Further, there is a \$20 million portfolio annually of discretionary grants aligned with their strategic framework focused on advancing racial and economic equity through solutions defined by communities most impacted by deepening disparities in the region.

Driving this mission are the dedicated team of 60 people who work at Seattle Foundation. The staff possesses diverse expertise, with specialists in public policy, nonprofit effectiveness, community action, family and corporate philanthropy, planned giving, research, and much more.

**LEARN MORE:**  
[seattlefoundation.org](http://seattlefoundation.org)

# THE OPPORTUNITY

Seattle Foundation has gone through significant growth and change over the past several years. The Foundation did a strategic refocus in 2020, shaping a framework that explicitly centers racial equity and inclusion as critical to everything they do. A new President & CEO joined the Foundation in May 2022 and is guiding the Foundation towards honing its strategic focus and community impact, as well as strengthening operations and reimagining its business model for long-term sustainability.

Seattle Foundation will only be as strong as the people who work there. Developing a people and culture strategy that is truly “people-first” and ensuring that the team is supported and well positioned for success, especially as the Foundation navigates further change, will be important for the Foundation’s long-term success. Ensuring this work is centered in equity, inclusion, and belonging is essential to the Foundation living their values as an organization. The hiring of a new Chief, People & Culture is central to this work. The Chief, People & Culture will oversee the integration of the Foundation’s equity, inclusion, belonging, and justice work – bringing the work together into a cohesive strategy across the organization. The Foundation will also shift the current human resources team from Finance & Operations to work in partnership with this new leader.





With this commitment top of mind, we are looking for a strategist to build and drive Seattle Foundation’s people and culture work, focused on fostering a healthy, inclusive, and vibrant organizational culture; advising senior leadership through ongoing change management that balances the care and well-being of staff; staff training and support; and shaping a comprehensive and integrated approach to diversity, racial equity, and inclusion across the Foundation. The Chief, People & Culture will be a key thought partner to the President & CEO as well as the senior leadership team. This leader will spearhead efforts to shape a people management and culture building strategy that is responsible for stewarding the overall employee experience – one that recruits, develops, retains, and engages staff in meaningful and joyful ways.

## Key responsibilities include:

### Culture

Define and create strategies for the Foundation's organizational culture goals, focusing on people-first and centered in equity, inclusion, and belonging.

Ensure that the Foundation is an equitable and inclusive workplace where all employees feel valued and can thrive through staff trainings, coaching, and overall strategy and practice.

Serve as a thought partner on efforts to increase effective collaboration across the organization and address and resolve conflicts between staff and teams.

Work with leaders and teams to drive a culture that embraces and leverages each employee's unique skills and strengths. Build and implement a comprehensive plan that aims to create a culture of learning for all employees. Serve as a key partner in Foundation-wide learning efforts, with a focus on opportunities to deepen staff understanding and ownership of our Blueprint for Impact.

Lead the revision or development of HR policies and procedures to meet changing organizational needs, and to support the desired organizational culture.

### Diversity, Racial Equity & Inclusion

Assess the organization's current array of diversity, racial equity, and inclusion initiatives and design a comprehensive and aligned approach to this work going forward. Function as thought partner to the Diversity Equity Inclusion Council and affinity groups.

Ensure the Foundation maintains ongoing learning and innovation of organizational practices that center racial equity and inclusion.

### Employee Experience

Drive people management efforts across the Foundation, focused on attracting, selecting, developing, and retaining employees. Lead and mentor the HR staff and oversee the day-to-day operations and administration of the department.

Support cross-team efforts to reimagine the Foundation's performance management and review process.

Strengthen and implement an employee relations plan focused on internal communications, recognition, and connection with team members. Partner with internal stakeholders and leaders to imagine and implement strategies for employee engagement and retention.

# CANDIDATE PROFILE

The Chief, People & Culture of the Seattle Foundation will possess the following attributes and competencies:

## PEOPLE-CENTRIC LEADER

The Chief, People & Culture will bring a leadership philosophy that centers staff in the work. They will be a highly responsive leader for the team, resolving immediate issues while solving root causes strategically and inclusively. This candidate will lead in service of staff, and by extension, the community in which the Foundation supports. They will be committed to developing staff, providing the tools, education, and support to allow them to flourish in their roles. This leader will promote a culture where everyone feels valued, fostering a sense of belonging across the organization. Ideal candidates will have training and expertise in talent management, organizational development, change management and culture building, and diversity, racial equity, and inclusion work. They will be entrepreneurial in nature, with demonstrated experience building successful strategies and infrastructure within this scope of work from the ground up.



## TRANSFORMATIONAL LEADER

The Chief, People & Culture will be a strategic thinker and a hands-on leader with the experience to understand and balance a complex array of organizational needs. With an entrepreneurial spirit, a measurable track record of articulating Human Resource needs, and an outcome-driven mindset, the Chief, People & Culture will serve as a strategic advisor across all teams and the Senior Leadership Team. A successful Chief, People & Culture will be skilled at high level shaping of strategy down to executing and sustaining process details. They will have the ability to clearly and consistently communicate critical areas for change, while increasing the understanding of those affected by the change. They will bring a natural ability to build consensus, challenge others to improve, and foster cohesion within the organization. An inclusive leader, they will be committed to embedding equity and justice into human resource and organizational structures, culture, programs, and processes that guide the Foundation internally as well as externally.

## RELATIONSHIP BUILDER

The Chief, People & Culture will be an emotionally intelligent leader who has deep comfort connecting with people of different philosophies, backgrounds, and cultures. They will have the ability to build trust quickly, while fostering an environment of collaboration and partnership. They will also be able to build bridges and lead through influence. The Chief, People & Culture will work to develop relationships with the team to ensure positive outcomes for the organization, identifying organizational efficiencies and leveraging opportunities to advance the Foundation's mission, policies, and practices. This leader will seek to understand the perspectives of team members from across the organization while setting clear objectives for the HR function.

## CHANGE AGENT

The Chief, People & Culture will bring energy to inspire the team and the community that the Foundation serves to achieve new heights around equity, inclusion, and justice. They will have an exceptional ability to listen intently, think clearly, and respond effectively, empathically, and judiciously to a variety of challenges. This individual will be a proactive, collaborative change agent with the skills to challenge the status quo while remaining sensitive to the Foundation's culture and place in the community. They will be experienced leading and managing organizational change, with a thorough, detailed, and wide-ranging perspective on the impacts of these changes on the culture and community. The Chief, People & Culture will be consultative, promoting open dialogue across the Foundation, synthesizing divergent views, and coalescing the organization around shared values.

## PASSION FOR THE MISSION

The Chief, People & Culture will have a passion for the mission of the Foundation and the organization's history, model, and potential for future impact. This leader will be driven by the opportunity to impact the communities the Foundation serves. They will feel a sense of ownership to accelerate change by motivating and empowering others to contribute to a shared vision and purpose. They will model openness, honesty, humility, and accountability to colleagues. This leader will ensure the health of the Foundation's culture overall and proactively seek opportunities to highlight positive contributions to long term success. The Chief, People & Culture will be an empathic leader, treating others with respect.



# COMPENSATION & BENEFITS

Hiring Range: \$180,000 to \$200,000+

Full Grade 39: \$167,411 to \$276,229++

+ The hiring range reflects SeaFdn policy to hire mid-range within the associated grade and has temporarily been reduced 15% per business plan; context provided during interview process.

++ Per Washington State law, we disclose the full range of the associated grade for this position; this range is 100% of range and has not been adjusted.

## CONTACT

Koya Partners, the executive search firm that specializes in mission-driven search, has been exclusively retained for this engagement. Alex Corvin and Maleka Pensky of Koya Partners have been exclusively retained for this search. To express interest in this role please submit your materials [here](#), or email Alex and Maleka directly at [seattlefoundation@koyapartners.com](mailto:seattlefoundation@koyapartners.com). All inquiries and discussions will be considered strictly confidential.

Koya Partners is committed to providing reasonable accommodation to individuals living with disabilities. If you are a qualified individual living with a disability and need assistance expressing interest online, please email [NonprofitSearchOps@divsearch.com](mailto:NonprofitSearchOps@divsearch.com). If you are selected for an interview, you will receive additional information regarding how to request an accommodation for the interview process.

*The Seattle Foundation is an equal opportunity employer and strongly encourages applications from people of color, persons with disabilities, women, and LGBTQ+ applicants.*

### About Koya Partners

Koya Partners, a part of Diversified Search Group, is a leading executive search and strategic advising firm dedicated to connecting exceptionally talented people with mission-driven clients. Our founding philosophy—The Right Person in the Right Place Can Change the World—guides our work as we partner with nonprofits & NGOs, institutions of higher education, responsible businesses, and social enterprises in local communities and around the world.

For more information about Koya Partners, visit [www.koyapartners.com](http://www.koyapartners.com).