

100K_{IN}10

Job Description - Chief People Officer

About the Organization - 100Kin10

To solve the world's most pressing problems, we need all of tomorrow's problem-solvers to be equipped with STEM knowledge, skills, and inspiration. And tomorrow's problem-solvers need excellent STEM teachers today to guide them. 100Kin10 unites the nation's top academic institutions, nonprofits, foundations, companies, and government agencies to prepare 100,000 new STEM teachers for classrooms around the country by 2021. To do this, we have built a new type of networked-impact effort that rethinks how organizations collaborate, learn from one another, and together identify and tackle challenges that none could successfully address on its own. On target to meet our ambitious 100Kin10 goal this year, we are launching a massive and participatory unCommission to identify goals for the future of the STEM education field, focused on the experiences and opportunities of students of color. One of these goals will become our next moonshot, continuing our decades-long effort to address the underlying reasons for the STEM teacher shortage.

About the Role - Chief People Officer

As 100Kin10 prepares to embark on its second decade, we are seeking an exceptional talent leader to help us continue becoming a workplace where everyone on our team feels a sense of true belonging and inclusivity. In particular, we are intentionally striving to challenge cultures, routines and practices from a racial justice lens and build a workplace that supports every individual to thrive and contribute to their fullest to our shared mission. We aspire to create a team where we can accomplish things together we could never achieve on our own.

The Chief People Officer is a newly created role at 100Kin10. This position reports to the Executive Director and will sit on the management team which sets the strategic direction of the organization. This person will lead our work hiring, onboarding, and supporting the growth of our staff in a way that centers racial justice. The primary focus of this role will include:

- Leading an existing and ongoing staff-wide conversation around racial justice, DEI, organizational values, and individual values in service of challenging oppressive workplace culture, aspiring towards an antiracist and inclusive culture, and creating a sense of belonging for our staff

- Setting an overall talent strategy to ensure that we are hiring, onboarding, and supporting the growth of our staff in a way that is centered on inclusivity, belonging, happiness, and pursuing audacious impact

Much of this work has previously lived with the Executive Director with support from the management team and an internal cross-functional values team. We are a fiscally sponsored organization, which will allow the Chief People Officer to focus on staff experience without requiring them to manage compliance and people operations work. The Chief People Officer will be primarily focused internally to our team but, once established, would have the opportunity to offer their talents to support our programmatic team in their work.

This role requires a broad range of skills including depth of knowledge of talent management best practices (gained through leading teams and/or managing a talent function), professional and personal maturity, a deep love for other humans, patience for the human experience, and an unyielding commitment to racial justice and challenging oppression at every level.

The person who fills this role can be based anywhere geographically but will, post-COVID, likely need to be present for team retreats every 4-8 weeks, most likely held in the New York City region. There is also likely a modicum of travel in 2022 and beyond for core work obligations, pending the return of safe air travel (as determined by each staff person for themselves). In addition, we are open to hiring a phenomenal candidate who is looking to work 60-80% of full time. Anyone working 20 hours or more would be eligible for benefits.

Your responsibilities include:

- Leading our organization to center racial justice and the values of diversity, equity, and inclusion:
 - Assume leadership of the existing and ongoing staff conversation around racial justice, DEI, our organization's values and individual values with the aim of:
 - creating bonds grounded in trust between team members and as a whole team
 - helping our staff individually and as a team thrive and experience a sense of belonging
 - growing the capacity for courageous and caring conversations
 - Create and champion learning opportunities that build staff knowledge and skills for embedding equity and inclusion throughout our internal practices, organizational culture, and programmatic work
 - Co-lead the design and incorporation of equity core competencies into job descriptions, strategic growth and professional development, and organizational values

- Support the team to reflect in an ongoing way on the impact of our routines, culture, policies and practices (e.g. culture and pulse surveys) from a racial-justice lens to help us to better know ourselves and identify opportunities for improvement
- Developing and maintaining a coherent talent strategy:
 - Lead 100Kin10 in maintaining and developing best practices across all areas of talent management and culture, including recruitment, hiring, strategic growth and professional development, staff management, promotion pathways, and team member retention plans
 - Lead management team to anticipate hiring needs, including both added roles and departures, and develop strong plans of action to clarify roles, identify and recruit qualified applicants, and select candidates using competency-driven, actively inclusive processes
 - Manage periodic compensation analyses to ensure staff are compensated competitively and equitable
- Direct management of one staff member (the Administrative Coordinator), indirect management of staff, and external vendors identified:
 - Serve as the manager on record, mentor, and coach for the Administrative Assistant whose responsibilities include supporting the Executive Director and the management team and will add capacity to this role's work
 - Create opportunities for other staff to play a meaningful role in culture and racial equity work in the organization and indirectly manage, mentor, and coach them to ensure their successful involvement and professional growth
 - Identify and pursue vendors to supplement capacity in service of talent work, ensuring that you are holding onto strategy while accessing the capacity necessary to realize that strategy

The Chief People Officer will possess the following skills and competencies:

Skills:

- *Strategic Thinking:* The ability to interpret, summarize and synthesize information to create better understanding. The ability to select a path forward and/or develop appropriate solutions and take action that is consistent with available facts, constraints, opportunities, goals, and probable consequences
- *Project Management:* The ability to initiate, plan, execute, monitor, evaluate and close the work of a team to achieve specific goals and meet specific success criteria within a specified time

- *Talent Leadership*: A depth of knowledge and experience around talent acquisition, employee onboarding, employee development, manager coaching, and staff experience acquired through either talent roles or management of teams
- *Racial Justice and DEI Leadership*: The ability to imagine, lead, and evolve ongoing staff conversations and experiences around racial justice and DEI through skilled facilitation and the ability to navigate the tension between believing in the capacity of others to learn and grow while holding others accountable to understand their impact
- *Verbal Communications*: The ability to conduct and lead exceptional conversations and trainings with individuals, small groups and larger audiences
- *Organizational Leadership*: The ability to hold and act upon the organization's full set of priorities and needs

Mindsets:

- *Growth Mindset*: The ability to identify new areas for learning; regularly create and take advantage of learning opportunities; use newly gained knowledge and skill on the job and learning through their application
- *Host not Hero*: The perspective of being a [network entrepreneur, facilitating and enabling change](#), not dictating it
- *Self-motivation*: The drive to proactively take the initiative, identifying problems and opportunities across your portfolio, developing recommendations, and taking action on those recommendations.
- *Adaptability*: The ability to thrive in an ambiguous environment where you have autonomy to drive your work.
- *Developing Others*: The ability to plan and support the development of individuals' skills and abilities so that they can fulfill current or future job/role responsibilities more effectively
- *Passion for Social Change*: The drive and desire to contribute to making change in our society, in education and beyond, with interest in social change theories and putting those theories into practice.

Your experience:

12+ years of overall professional experience in a role that includes:

- One or more of the following:
 - Leader of a talent function with work centering on racial justice and DEI
 - Leader of a talent vertical in a larger organization with work centering on racial justice and DEI

- Leader of a 10+ person team that thrived and was centered on DEI, with an interest in moving into a talent leadership role in a context like ours
- One or more of the following:
 - Experience in education, a related social sector, or policy advocacy
 - Experience in another setting where racial justice is centered

Working at 100Kin10

People who thrive at 100Kin10 are team-oriented, open-minded, creative, and flexible and possess a strong desire to learn and grow in a feedback-rich environment. Our culture embraces colleagues with genuine warmth, a curiosity to learn, a drive toward excellence, the ability to laugh at themselves, an eagerness for feedback to spur growth and impact, and an interest in co-workers as colleagues and as human beings.

We believe in community. We believe that diverse perspectives and backgrounds create a rich work environment that is essential to our work. We are committed to building an organization with raised consciousness in order to impact how we collaborate with our partners, support our network, and work together as a team. We aim to build each other up, empower each other, and give each other what we need to grow and thrive. We hope you will join us as we continue to build a diverse organization that fosters a work environment where people from all backgrounds are welcomed, valued, and supported.

The salary band for leadership roles at 100Kin10 is \$125,000 - \$185,000. This role will pay in that band, commensurate to the experience of the individual who is hired. Benefits are highly competitive including four weeks of paid time off, ten paid holidays, a week of paid time off at the end of the calendar year, 5% match for retirement contribution, and highly competitive health benefits.

To Apply:

100Kin10 is partnering with RCG Talent Solutions on our search for the Chief People Officer. Interested candidates should apply by submitting a resume to jobs@rcgtalent.com with "100Kin10 Chief People Officer" in the subject line. RCG Talent Solutions will review all applicants and, upon qualification, contact you to determine next steps.