



Jewish Community Federation and Endowment Fund  
Director, Human Resources  
Location: SF Bay Area  
Position Profile

## About the Jewish Community Federation and Endowment Fund

As a center for Jewish philanthropy, the Jewish Community Federation and Endowment Fund (the Federation) mobilizes assets to support the most pressing issues of our time, building and sustaining a thriving Jewish community for generations to come. The Federation offers people a meaningful connection to Judaism and each other; and creates opportunities for the community to come together to better lives and societies locally, in Israel, and around the world.

For more than a century, the Federation has addressed the short- and longer-term needs of the Bay Area Jewish community, creating positive transformation, while supporting and strengthening Jewish life. Today, the Federation is evolving and adopting a community foundation model that offers multiple ways to engage in philanthropy – donor-advised funds (DAFs), collaborative philanthropy including giving circles, and innovative impact lending opportunities. The Federation's work across philanthropy advisory, grantmaking, and advocacy is grounded in and guided by the Jewish values of:

- Building community (*Kehilla*)
- Taking care of the needy (*Tzedakah*)
- Pursuing justice (*Tzedek*)
- Repairing the world (*Tikkun Olam*)

The Federation has been entrusted with stewarding over \$2 billion of philanthropic assets in more than 1,500 funds. In 2022, the Federation mobilized nearly \$200 million in grants and loans to organizations tackling some of the most pressing social and environmental issues of our time.

[Learn more](#) about the Federation.

## The Opportunity

This is a dynamic opportunity for an accomplished Human Resources leader to join a high-impact team dedicated to advancing the philanthropy of the Bay Area Jewish community. As the Federation pursues an exciting new strategic direction and transitions to a community foundation model, the Director, Human Resources (HR) has the space to address challenges with creativity and shape new policies and systems. They will play a critical role in aligning HR strategy, tactics, and the employee experience with organizational goals.

Based in San Francisco and reporting to the Chief Operating Officer, this multifaceted role combines skill and sophistication across human resources administration, leadership development, organization design, career pathing and performance with effective

implementation of mechanics and tactics.

Collaborating as a partner to the executive team, the Director, HR will provide insightful advice grounded in functional knowledge to inform HR policies, systems, and processes that work for the staff and align to the strategic plan. This role calls for a director to apply their expertise and a steady hand with change management to build relationships, inspire trust, and gain support and buy-in across the Federation.

## **Key Responsibilities**

### Organizational Design and HR Strategy:

- Conduct thorough assessments of organizational needs, considering growth, efficiency, and strategic objectives.
- Refine job architecture and performance management systems to align with the Federation's new strategic direction.
- Continuously evaluate and refine the organizational structure to adapt to changing needs and promote long-term success of the organization.
- Drive strategic Human Resources development in conjunction with broader organization plan.

### Leadership Development and Career Development:

- Provide guidance, mentorship, and support to managers in handling HR-related challenges, including performance management, conflict resolution, and employee development.
- Foster a culture of effective leadership by offering regular feedback, coaching sessions, and leadership training opportunities.
- Create career pathways and development plans to support career advancement and offer resources for ongoing learning and growth opportunities.

### Culture and Employee Engagement:

- Contribute to the positive work environment by helping staff navigate change, promoting healthy, professional relationships, and setting expectations for open communication, respect, and collaboration among team members.
- Build and shape a new hybrid work structure that will serve the Federation now and in the future.
- Advocate for and provide support to DEI programs and Employee Resource Groups.
- Serve as a trusted advisor to both leadership and staff, proactively providing resources and information to support individuals in their jobs.
- Address HR-related issues with empathy and professionalism.

### HR Operations and Administration:

- Manage and mentor the HR coordinator.
- Oversee various HR administrative tasks while driving an HR strategy that aligns with the new organizational direction.
- Implement effective HR structures and processes that improve the employee experience, support operations, reduce administrative burden and improve overall productivity.
- Build out internal recruiting capabilities.

## **Ideal Candidate**

First and foremost, the Federation seeks a leader with a genuine interest in and connection to the Jewish community. An understanding of the Bay Area's Jewish culture and community is strongly preferred. Candidates should be mission-driven and have an authentic desire to apply their HR expertise to an organization whose work is guided by Jewish values.

The ideal candidate possesses senior HR generalist capabilities and is excited to contribute their leadership skills to advance a dynamic new direction. The position calls for an experienced and skilled HR practitioner who is comfortable flexing between strategy and tactics. Functionally, candidates should bring a track record of success leading HR efforts in a complex and growing organization of approximately 100 employees.

Candidates should have a demonstrated experience leading HR through growth or strategic shifts. They have successfully supported an executive leader advance a new direction while meaningfully engaging employees during the period of transition and alignment to new priorities. Ideal candidates possess the professional wisdom to navigate organizational priorities and employee advocacy with tact and discretion. They have a track record of building relationships that inspire trust and instill confidence across an organization. They have a commitment to a strong work ethic and healthy, inclusive, professional organizational culture.

### **Desired Qualifications**

- Ten plus years of HR experience in progressively more responsible, hands-on roles; experience as the most senior HR leader in an organization requiring both strategy and implementation.
- Thorough understanding and experience across the HR life cycle, knowledge of employment-related laws, and functional best practices.
- Certifications such as PHR, SPHR, and or SHRM are valued.

### **Salary and Location**

The anticipated salary range for this position is \$150,00 - \$180,000. The role is based in San Francisco. Currently all Federation staff work in the office on Wednesdays (with a limited number of fully remote employees approved on an exception basis).

### **Jewish Community Federation and Endowment Fund EEO Statement**

The Jewish Community Federation and Endowment Fund is an equal opportunity employer. We are committed to employment equity throughout all levels of the organization. All qualified applicants will receive consideration for employment without regard to race, religion, sex, orientation, ethnicity, national origin, disability, or veteran status. We welcome and encourage diversity in the workplace. We are an E-Verify Employer.

### **To Be Considered**

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button on the position profile. Letters may be addressed to Melissa Merritt.

Applicants applying by Sept 17<sup>th</sup> will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by the Federation to lead this search. For questions, please contact:

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