



## Human Resource Director

### Who We Are:

JoyRx Heals All.

At Children's Cancer Association (CCA), we believe Joy is an unlimited resource and undeniable right. We champion purple, but know Joy heals young patients of all colors, no matter what language they speak, where they hail from, or live—ensuring all have equal access to no-cost, Joy-based programming.

We champion our team of unique individuals to feel empowered and bring their full, authentic selves to the workplace, regardless of how one identifies.

At CCA, we know it takes more than medicine to treat cancer and serious illness. When a child is facing life's most challenging moments, it's not enough to try to fix their body—we must also help them heal emotionally.

For over 25 years, CCA has delivered programs to help young patients find their Joy. JoyRx® programs feature music, mentorship, and nature to create feel-good moments for seriously ill kids and help them positively shift their mood to relieve the sadness, anxiety, and isolation experienced during lengthy treatments and hospitalizations—transforming their pediatric healthcare experience.

### Who you are:

You are a dynamic Human Resources leader with substantive HR generalist experience. You are passionate about helping people and building process. You are excited about leading in a growth focused organization with experience supporting remote staff in Oregon, California, Tennessee, Texas and beyond. A strong communicator who is committed to continuing CCA's strategy for a diverse and inclusive team, you thrive in both strategic work and tackling the many tactical elements of human resources including: engagement, professional development, total compensation, compliance, and health and safety. You enjoy mentoring and guiding staff to grow in their careers. The Human Resource Director directly supervises the HR Coordinator and is a member of the Senior Leadership team, reporting to the CEO.

### **Essential Functions:**

- *Strategic Planning* - Develop and implement long and short-term strategic plans in all HR aspects including organizational development, workforce planning, recruiting, DEI, and total compensation.
- *Diversity, Equity, & Inclusion* - Lead CCA's Diversity Strategy in collaboration with Senior Leaders, Board Leaders and external consultants with specific goals related to staffing, culture, and pay, practices. Coordinate online and ongoing Diversity training platform.



- *Employee Relations* - Champion a positive culture with focus on mission, goal achievement, and collaboration. Counsel leaders, including executive team members on employee performance and engagement strategies and tactics. Utilize annual engagement surveys, exit interviews, and mini pulse surveys to develop action plans to increase engagement. Lead planning staff activities (holiday party, summer picnic, recognition awards, etc.)
- *Total Compensation* - Oversee health and wellness plans including, administrating 401(k) Plan and fully insured Kaiser Medical & Dental. Coordinate with benefits brokers to recommend plan design to best meet needs of staff and organization. Maintain and update pay bands using industry market data and lead annual salary and benefit communication.
- *Compliance & Safety* - Maintain knowledge of industry trends and employment legislation pertaining to all personnel matters. Ensure compliance with all state and federal employment laws - including expansion into states outside of Oregon (currently Tennessee, California & Texas.) Administer all OFLA, ADA, Workers Compensation. Partner with external legal counsel. Develop compliant, transparent, and scalable HR policies and procedures. Lead Health & Safety practices, including COVID-19 policies.
- *Org Design* - Lead executive team through organizational structure redesign to support strategy for national growth including workforce planning for 3-5 years.
- *Internal Communications* - Collaborate with communications team to lead internal communications.
- *Coaching & Professional Development* - Lead professional development process for all staff, encouraging ongoing learning and career growth. Supervise and mentor HR Coordinator.
- *Budgeting* - Collaborate with Finance team to establish and manage HR budget including all wages, benefits, professional development, and engagement expenses.
- *Data & Analytics* - Researches, analyzes data, and prepares reports on HR trends, new HR project suggestions and current program goals and progress.

## **Competencies**

- *Business Acumen* – Understand business functions and metrics within the organization and related industry. Make solid business decisions and guide others toward understanding how HR related decisions affect the organization.
- *Communication* – Effectively exchange and create information with and for various stakeholders to produce impactful outcomes and enhance the culture.



- Consultation – Provide direct guidance to employees and leaders seeking expert advice on a variety of situations or circumstances. Build and sustain trusted advisor relations with employees and leaders at all levels of the organization.
- Critical Evaluation – Skill in interpreting data, metrics, literature to determine ROI and organizational impact in making business decision and/or recommendations.
- Ethical Practice – Integrate core values, integrity, and accountability throughout all organizational and business practices.
- Global & Cultural Awareness – Manage human resources both within and across borders and cultures.
- HR Technical Expertise & Practices – Apply the principles and lead current best practices of human resource management to contribute to the success of the organization.
- Organizational Leadership & Navigation – Direct initiatives and processes within the organization with agility and to gain buy-in from stakeholders, able to develop and lead projects, and handle multiple priorities with strong critical and conceptual thinking skills.
- Relationship Management – Manage interactions with and between others with the specific goal of providing service and organizational success. Role model professional boundaries, consistently handle sensitive and confidential information while maintaining professional poise, tact, diplomacy, and style.

**Ideal Candidate Qualifications:**

Any skills gained through education, work experience (including the military) or life experience that are relevant for this position. Be sure to describe any transferable skills in your application and clearly explain how they apply to this position.

- Bachelor's degree, preferably in human resources management and/or business management.
- 7 to 9 years of HR generalist experience with increasing levels of leadership.
- Expert in Oregon employment law including OFLA/OSHA/FLSA, with familiarity and ability to learn employment law in other states (Texas, Tennessee, California)
- Preferred SHRM-CP or PHR credential
- Fluency in cultural constructions, awareness of social inequality, and demonstrated knowledge of the history of racism, inequality and their impact on communities of color.



- Experience working in a non-profit preferred.
- Excellent communication skills, both written and verbal; executive presentation skills
- Dynamic leadership skills to motivate and educate team members
- Strong listening skills and demonstrated ability to develop and maintain effective relationships with a variety of stakeholders
- High level of integrity and consistent ethical judgment in all working relationships and related duties
- Outstanding planning, organizational, and analytical skills
- Sound judgment in problem-solving and decision-making techniques
- Able to balance competing priorities, complex situations and tight deadlines

The Children's Cancer Association will consider work, volunteer, academic, and life experience as we evaluate candidates for the skills needed to be successful in this position.

### **Work Environment**

CCA offers a hybrid work environment with both onsite (professional open office environment) days (Tuesday/Wednesday/Thursday) and opportunities to work remotely Mondays and Fridays.

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without a reasonable accommodation.

Due to the nature of CCA's work with immunocompromised children, it is our responsibility to take every precaution possible to protect the health and safety of the children and families we serve. All CCA employees, regardless of work location, are required to receive COVID-19 vaccinations as recommended by the CDC, including any recommended boosters, unless a reasonable accommodation is approved.

Frequently operates a computer and other office equipment, such as a calculator, copy machine, and computer printer. This position requires the ability to perform basic math and speak, hear, write, and read English; occasionally and/or move up to 10 pounds.

### **Position Type/Expected Hours of Work**

This is a full-time exempt position. Some flexibility in hours is allowed; business hours are generally Monday through Thursday, 8:00 am – 5:30 pm and Friday 8:00 am – 12:00 pm. This position at times requires longer hours and occasional weekend work.



### **Compensation:**

CCA is a growth organization that looks for team members to grow with it. CCA offers a generous total rewards package, casual work environment and an inclusive culture. No matter the role, every CCA role shares one galvanizing message, to bring joy, comfort and inspiration to every child or teen in their moment of need.

Competitive benefit package and salary commensurate with experience, salary range is \$90,000-\$100,000 DOE.

Generous benefits, including:

- Heavily subsidized medical, vision, dental and alternative care benefits;
- PTO & nine paid holidays;
- Voluntary short- and long-term disability;
- Flexible spending plan;
- 401(k) with 3.5% CCA match;
- Paid four-week sabbatical to pursue creative talents after eight years of service;
- Subsidized on-site parking or public transportation reimbursement

### **Application Guidelines:**

Complete the [application](#) through our application portal and answer the following two questions in your cover letter:

1. Tell us how your previous work history has prepared you for this role
2. Provide salary expectations

### **General Information:**

**The position is based in Portland, Oregon.** The position will be open until filled. CCA is an Equal Opportunity Employer committed to maintaining a non-discriminatory and dynamic work environment that values diversity and inclusion, respect and integrity, stakeholder focus, and innovation. AA/EOE/VETS/Disabled.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required for the position. Job duties may change at any time with or without notice.