



Christel House

Chief Talent and DEI Officer Job Description

WHO WE ARE

Christel House International is a global network educating more than 6,000 students in India, Jamaica, Mexico, South Africa, and the US (Indianapolis) (collectively, the "Network"). Christel House prepares students from under-resourced communities to achieve upward economic mobility, to become good citizens, and to identify and realize their goals, dreams, and human potential. To achieve this goal, the Christel House model is holistic and integrated, consisting of four pillars: academics, character development, health & social services, and college & careers. In addition, the model provides intentional programming to support and partner with our students' parents and caregivers, recognizing the critical role they play in our students' lives. Students begin their Christel House journey as early as pre-Kindergarten (in some locations) and continue through high school. Following their graduation from high school, Christel House alumni are actively supported in our College & Careers program for five years as they choose the college or career path which best empowers them to achieve their individual goals and aspirations.

WHAT WE BELIEVE

We are unwavering in the belief that our students' potential is not limited by their experience with poverty. By providing them with the right interventions, connecting them to empowering opportunities, and intentionally developing their sense of agency and self-efficacy, we equip them with the skills and knowledge to pursue and achieve their goals and aspirations. At Christel House, we prepare our students to take a seat at the table of life.

WHAT YOU WILL DO

Christel House International (CHI) seeks an experienced senior leader to serve as the Chief Talent and Diversity, Equity, & Inclusion Officer (CTO) to lead and manage the organization's approach and strategy to acquire, develop and retain internal and external talent, with an explicit focus on diversity, equity and inclusion (DEI). As a member of the CHI executive leadership team, the CTO will provide executive-level leadership and guidance to the global organization to create top-performing teams necessary to drive organizational success. The position will be responsible for reviewing, evaluating, and enforcing legally compliant policies and procedures; instituting best practices; and developing and implementing a strategic talent development program to identify and cultivate leadership, both internally and externally, to support the organization's expansion efforts. The position will further develop and implement plans to support and strengthen the Network's DEI efforts. The role reports to the CEO and has both direct responsibility for functions within CHI and indirect responsibility for many of those same functions within local learning centers (LC's). The ability to lead without direct authority by building strong relationships with LC leadership is essential.



RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

Talent Management

- Develop policies, procedures, and processes to implement best-in-class practices to recruit, select, train, develop, evaluate, and retain professional talent; ensure those practices are characterized by equity and transparency.
- In collaboration with executive CHI and LC leadership, explore potential hiring needs, build long-term global recruitment and succession plans, and implement a global talent pipeline process.
- Support the strategy & expansion department to identify, recruit, and select executive management for new LC's; build relationships with key global NGOs, education leaders, and talent organizations to help identify top talent.
- Drive talent resource management and Diversity, Equity and Inclusion (DEI) throughout the Network.
- Ensure best practices are deployed globally in the recruitment, interviewing, hiring, orientation, and training of new staff, and lead these processes for CHI.
- Collaborate with executive leadership to develop the Network's staffing budgets, compensation and incentive programs; develop and administer the budget for the talent management department.
- Organize, supervise, and evaluate employee training programs throughout the Network.
- Identify key performance indicators for Network's talent management functions; help assess success and market competitiveness based on these metrics.
- Analyze annual performance climate survey results and use data to support ongoing organizational development; monitor and support the LC's' administration and analysis of their performance climate surveys.

Diversity, Equity, and Inclusion

- Further develop and support execution of CHI's DEI strategy to positively and measurably affect the culture, team, and employee experience in support of strategic business goals.
- Develop, maintain, and monitor diversity metrics, dashboards and reports that enable data-driven decision making.
- Represent the Network's DEI philosophy, approach, efforts, and outcomes externally with individuals, influencers, and partner organizations within the community and at key external events.
- Use passion for diversity and inclusion, global mindset, and understanding of DEI best practices to advance the Network's diversity objectives.

Professional Development

- Collaborate with management to administer processes of annual performance evaluation, goals setting and professional development at CHI.
- Monitor and support the processes of annual performance evaluation, goal setting and professional development at LC's.
- Ensure annual performance evaluations are completed, equitable, and within budgets throughout the Network.
- Manage disciplinary actions in collaboration with executive leadership; create performance improvement plans as appropriate.
- Ensure regular review of Employee Handbooks throughout the Network for legal compliance and best practices.

Compliance

- Monitor practices throughout the Network to support compliance with employment, safety, education, child protection and other associated laws, regulations, and requirements; work with the compliance team to ensure Whistleblower reports are appropriately handled.

- Maintain working knowledge of labor and employment laws and regulations; develop resources throughout the Network to provide legal advice on these matters.

QUALIFICATIONS

Talent Management and DEI Experience

- Proven work experience as a Chief Talent Officer or in a similar role.
- Broad knowledge of DEI processes, procedures, best practices, resources, and networks for a global organization; Experience working in cross cultural environments.
- Experience working as a member of senior management in support of the successful achievement of organizational objectives.
- Experience leading a team of indirect reports to achieve shared goals and meaningful outcomes.
- Collaborative team player with high emotional intelligence and an ability to influence and drive change.
- Ability to collaborate cross functionally and drive strategy in a fast-paced, global matrix environment.
- Well-respected by other leaders and staff for people skills and alignment with organizational mission.
- Logic and problem-solving skills, with demonstrated ability to work with financial information and monitor budgets.
- Working knowledge of employment-related laws and regulations.
- Knowledge of and experience with talent/human resource information systems.
- Proficient with Microsoft Office Suite or related software.

Education

- Bachelor's degree. Masters or JD degree a benefit.
- Academic emphasis in Talent Management, Human Resources, Organizational Development, Business Administration, or related field a benefit.
- SHRM-CP or SHRM-SCP preferred.

PROFESSIONAL COMPETENCIES

1. Ethics and Integrity.
2. Interpersonal Effectiveness and Teamwork.
3. Communication.
4. Devotion and Commitment.
5. Technical Application Knowledge/Competence.
6. Planning and Organization.
7. Urgency and Quantity of Work Output.
8. Innovation, Creativity and Problem Solving.
9. Leadership, Decisiveness and Judgment.
10. Work Product Quality.

Christel House is an equal opportunity employer. It is important to us that all staff members have a place of employment that is free of discrimination of all kinds and where staff can bring their authentic selves to work. We do not discriminate against any employee or applicant for employment on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation, veteran, or military status.

DIRECT YOUR RESUME AND COVER LETTER BY JUNE 24 TO:

Christel House International, Inc.
Attn: Cheryl Wendling, SVP
10 West Market Street, Suite 1990
Indianapolis, IN 46204

OR VIA EMAIL TO:
cwendling@christelhouse.org