



**National Director of Human Resources**  
After-School All-Stars  
Los Angeles, CA

ASAS is seeking a dynamic and experienced professional National Director of Human Resources (DHR)!

**About the Organization**

Founded in 1992, [After-School All-Stars](#) (ASAS) provides free, daily afterschool programs to over 70,000 middle school aged youth in over 300 school sites in 19 chapters across the U.S. Our vision is for our All Stars to be safe and healthy, to graduate high school and go on to college, to find a career they love, and to give back to their communities.

**About the Department**

ASAS is building its HR team, with the addition of two newly created positions, the Executive Vice President, Finance and Operations, and the DHR! The HR division's focus is recruiting and compensation, performance management, culture and retention, employee benefits and labor relations, DEIB, and employee development for the organization's 96 full-time and 254 part-time employees. The DHR manages the Recruiting Manager, HR Specialist, and three HR Generalists.

**About the Role**

The DHR will report into the Executive Vice President of Finance and Operations and work closely with the President, Chapter Executive Directors, and leadership across the organization. The role will assist the EVP in developing and executing strategy for the HR division, lead efforts to recruit, develop, and retain high quality staff, and oversee employee benefits and labor relations, compensation and benefits, risk management processes, training and onboarding, and HR systems.

Responsibilities include:

*Recruitment and Compensation*

- Work with recruiting specialists to contribute to the overall talent acquisition strategy for the organization.
- Assist in sourcing, screening, and presenting candidates based on position requirements.
- Identify and build new and creative sourcing tools and recruitment networks.
- Build and promote processes, protocols, templates, and tools for hiring staff.
- Ensure the organization has top quality, diverse job candidates by building strong referral and partnership networks and cultivating relationships with potential future candidates.
- Ensures compliance in recruiting nationwide. Build compensation guidelines and establish fair practices for salary bands and pay increases.
- Strives to ensure the organization's pay is equitable.

*Performance Management*

- Reassess and enhance all aspects of annual performance management process for the next Fiscal Year.
- Create and administer annual talent/succession planning cycle, including objective talent identification tools to identify internal skills and areas of improvement.
- Partner closely with the Executive team to identify future performance/succession strategies.
- Manage staff evaluation and feedback cycles to develop and execute strategies that leverage managers and leaders to build a strong organizational culture.
- Manage and analyze pay increases so they tie to the organization's pay for performance objectives.
- Ensure the organization is striving for equity through its performance management and pay increases.

### *Culture and Retention*

- Develop and execute a people and culture strategy to attract, retain, develop, and scale the organization's talent through equitable practices for full-time and part-time employees.
- Act as an internal consultant to the Executive team on topics such as leadership development performance management, culture building, and hiring practices.
- Assist EVP in coaching the Executive team and managers on how to design, build and develop high performing teams.
- Work with the EVP to lead change management efforts across the organization.
- Strives to create a culture of belonging for employees.
- Manage annual updates to the Employee Handbook.
- Proactively drive effective employee communications in partnership with the Executive team.

### *Employee Benefits and Labor Relations*

- Manages and maintains the organization's employee benefits offerings.
- Plans and oversees the organization's annual open enrollment, and ensures it is communicated and a user-friendly experience for employees.
- Manage relationship with outside benefits vendors, especially Alliant, to evaluate and maximize services.
- Evaluate and manage ASAS's Best Place to Work philosophies and employee benefits/wellness practices.
- Build and promote processes, protocols, templates, and tools for ensuring that ASAS is aligned to all applicable employment laws and is approaching labor compliance with a high standard of excellence.
- Stays current on changing laws and requirements and adjust ASAS policies as needed.
- Advise on federal, state, and local regulations and policies.
- Adjusts and manages the complaint and grievance process and protocol, including but not limited to, dispute resolution.
- Work with leaders across the organization to address labor or compliance related issues when they arise.
- Oversee the risk management processes for the organization, including emergency preparedness.

### *DEIB*

- Drive diversity, equity, inclusion & belonging across the organization through implementing initiatives to promote DEIB into our learning, core people processes and ways of working.
- Develop strategies aimed at maintaining a productive workplace culture including programs and initiatives related to employee communications, engagement and relations across the organization's programs and offices.
- Proactively and effectively improve workplace culture to foster organizational and individual effectiveness in a manner consistent with the organization's values.
- Ensure the Executive team and managers have the expertise and tools necessary to foster organizational effectiveness in a multicultural environment.
- Foster a culture of accountability, trust, recognition, and results among staff at all levels consistent with the short and long-term objectives of the organization.
- Promote and assess company culture, boosting aspects that strengthen the company and addressing aspects that require attention.

### *Employee Development*

- Create and execute on a vision for talent development that fosters a strong culture of engagement and development to achieve organizational outcomes.
- Partner with the Executive team and managers across the organization to develop powerful, consistent on-boarding tools and techniques for new team members.
- Ensure applicants have interview and onboarding experiences that are high quality and reflective of the organization's culture.
- Working collaboratively, develop, manage competency-based staff training, building structures to support staff professional development.
- Lead planning and development of high-impact professional development opportunities across the organization.
- Suggest professional development opportunities to invest in key leaders and managers, while allocating staff professional development program and budget.
- Analyze data regularly to make metrics-based decisions.

### *Human Resources Staff Management and Department Operations*

- The DHR will develop and manage a team including a Recruiting Manager, an HR Specialist, and three HR Generalists. Stives to create a work environment of engagement and belonging among HR staff.
- Establish key performance indicators (KPIs) and other effectiveness indicators to monitor progress for all of HR's major functions.
- Oversee and manages the HR department budget.
- Manage the HR and Talent dashboard and board book updates.
- Ensure the Human Capital Management System is optimized for ASAS's needs.

### **Candidate Profile**

The DHR should embody ASAS's core values: accountable, collaborative, transparent, proactive, and entrepreneurial, and demonstrate a commitment to the mission of helping kids succeed in school and in life.

The ideal candidate will demonstrate:

- A bachelor's degree and seven years of progressively responsible human resources generalist experience.
- Experience managing a human resources staff. Non-profit experience with both full-time and part-time workforce.
- A passion for ASAS' mission and familiarity with issues impacting the youth and communities we serve.
- Ability to develop trusted relationships across all levels of the ASAS team, built on professionalism, follow-up, and accurate communication.
- Influence and coalition building skills with an ability to communicate and work effectively with a variety of internal and external stakeholders; able to achieve consensus amongst differing opinions. Possesses an executive presence and emotional intelligence.
- Strong verbal and written communication skills, including interpersonal, organizational, and project management skills.
- Adept, consultative approach and demonstrated ability to act as an internal advisor to the Executive Vice President, Finance and Operations, the President, Chapter Executive Directors, and leadership across the organization.
- Ability to develop a meaningful internal understanding of the organization, successful interpersonal relationships and culture.
- As the organization's ambassador for DEIB, acts as a role model, leads and contributes to the organization's diversity, equity, inclusion and belonging initiatives. DEIB program experience strongly preferred.
- Familiarity with payroll programs such as Prime Pay or others. Experience sourcing and implementing a new HR/IS System.
- Strong computer skills. Knowledge of Microsoft Office Suite and experience overseeing a human capital management system is required.
- Highly developed interview skills, sharp discernment, and ability to execute good judgment.
- A strategic thinker and manager who maintains a strong balance between creative vision and project management skills, which many times will require one to actively roll up their sleeves to bring great ideas to life.
- A calm demeanor in times of stress.
- A strong sense of ownership and the ability to work efficiently in a fast-paced environment.
- Dedication to continual learning and development.
- Ability to work independently as well as part of a team, including with remote colleagues and ASAS staff at all levels of the organization.
- Flexible and able to adapt to changing position demands and shifting organizational priorities.
- PHR and related DEIB certification is strongly preferred.
- Strong integrity, ethics and professionalism and a commitment to advancing the organization's mission.

The salary for this position is commensurate with qualifications and experience of the individual candidate. ASAS promotes a healthy work/life blend and offers a competitive benefits package, including medical, dental, vision, a 403b match, 18 days of paid time off, flex time, and 15 paid holidays.

### **Application Process**

Expand HR Consulting (EHR) has been retained to conduct the search. To apply, please submit a cover letter and resume to EHR, Erica Raphael, Sr. Consultant, [eraphael@expandhr.com](mailto:eraphael@expandhr.com).

ASAS is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion/creed, sex, national origin, disability, genetic information, pregnancy, veteran or active military status, alienage or citizenship status, arrest or conviction record, credit history, salary history, caregiver status, sexual orientation, gender identity, marital or partnership status, familial status, unemployment status, status as a victim of domestic violence, sexual violence or any other status protected by applicable law.