



Seed Savers Exchange (SSE) is a nationally-focused nonprofit organization located on the outskirts of Decorah, Iowa in the beautiful driftless region. For more than 45 years, the organization has been leading a grassroots movement to conserve and promote America's culturally diverse but endangered garden and food crop heritage for future generations.

Seed Savers Exchange is seeking an experienced Human Resource individual who can step into a dynamic new role as the Director of People Care and Organizational Culture. The primary responsibility of this position will be to provide a consultative human resource management approach that can support, counsel, guide, and teach staff across all departments on a wide variety of routine and specialized HR needs. The individual in this role will also lead the organization on the implementation of strategic HR activities with special focus on employee engagement and Diversity, Equity, and Inclusion initiatives.

The ideal candidate for this role will model a collaborative team-based style where active listening, creative problem-solving, and honoring diverse perspectives are central to their approach. We are looking for someone who can bring a depth of HR knowledge and leadership skills to the organization (SPHR or SHRM-SCP preferred) and who also has a desire to co-create, develop, and carry out change initiatives to help sustain and empower a highly collaborative, people-centric workplace culture with a long legacy of service to members and our communities.

This person will work closely with the Executive Director and Leadership Team to help shape this role and implement HR strategy. This position reports to the Executive Director, participates in the Leadership Team as head of the HR department, and shares supervision of another position that manages a wide range of general HR activities (i.e. payroll, post jobs, set up interviews, onboard new hires, offboard exiting staff, benefits administration, OSHA & workers comp reporting) and who will also support this position to implement strategic HR initiatives.

The organization is open to considering multiple hiring configurations in order to attract the most qualified individual who can bring their unique set of values and experiences to help the organization fulfill its mission while also nurturing a workplace culture that cares for the people who care for its seeds. Interested candidates seeking a flexible work opportunity are welcome to apply. Applications accepted through July 11, 2021.

Please email a cover letter, resumé, and the contact information for three references to [jobs@seedsavers.org](mailto:jobs@seedsavers.org) - include the name of the position in the subject line of your email. Applications may also be mailed to: Seed Savers Exchange | Attn: Alex Brandt | 3094 North Winn Rd. | Decorah, IA 52101. [We are an equal opportunity employer.](#)



**Position Title:** Director of People Care and Organizational Culture  
**Reports to:** Executive Director

## Position Summary

The Director of People Care and Organizational Culture is a dynamic new leadership role at Seed Savers Exchange responsible for creatively shaping our organizational culture through developing and implementing Human Resource (HR) strategies that align with the mission and the People Care values of our nonprofit workplace. The ideal candidate will have experience with carrying out HR policies and best practices; leading and managing workplace culture initiatives and organizational change; providing and supporting effective employee training and development; as well as planning and delivering effective staff communications.

## Essential Duties and Responsibilities

- Oversees HR department and provides oversight of organizational HR practices and policies
- Leads department in development and implementation of new HR strategies that reflect the People Care values and Organizational Culture of SSE's unique workplace
- Work in coordination with leaders across all departments (i.e. Leadership Team) to ensure thoughtful integration of initiatives to support the mission and goals within the current strategic plan.
- Partner with the Leadership Team and staff to understand and execute the organization's HR and talent strategy, particularly as it relates to current and future talent needs, performance, retention, and succession planning across the organization.
- Take the lead on planning & implementing HR goals within SSE's strategic plan, such as:
  - Human Resource Handbook Development
  - Supervisors Handbook Development
  - Revised Performance Review Process
  - Sustainable Staffing Strategies
  - Annual Review of Response Planning
  - Annual Wage Reviews
  - Career Pathing & Professional Development

- Coordinate planning & implementing other HR related projects and initiatives, such as:
  - SSE's People Care Philosophy & Values
  - Diversity, Equity, and Inclusion Training / Goal Setting
  - Employee Handbook Revisions
- Provide support, counsel and guidance management and other staff when complex, specialized, and sensitive HR questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and exit management support.
- Work closely with supervisors and Leadership Team on annual labor planning. Coordinates with other staff to interview and hire qualified job applicants; collaborates with departmental managers to understand skills and competencies required for openings.
- Monitor legal and policy requirements for employees to ensure both updated handbook, supervisor training, and policy deployment. Maintains all required records, SOPs, and documentation for the department.
- Analyze trends in compensation and benefits as well as emerging best practices for recruiting, hiring, and retaining staff; researches and proposes competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Assess needs, coordinates, and possibly delivers trainings, development programs, and initiatives that provide internal staff development opportunities.
- Provide open office hours to support, advise, and mentor staff on topics related to performance management, career growth and development, workplace relationships, and conflict resolution.
- Host focus group discussions within the organization to hear staff suggestions that can help inform and guide ongoing HR strategies related to People Care and Organizational Culture.
- Plan and coordinate a variety of different staff appreciation events and activities.
- Manage internal communications such as HR email announcements and curate all HR resources shared with employees on the intranet website.
- Performs other duties as assigned.

## Skills

- Effective verbal and written communication skills.
- Effective interpersonal and conflict management skills.
- Effective organizational skills and attention to detail.
- Effective analytical and problem-solving skills.
- Ability to prioritize tasks and to delegate them when appropriate.
- Ability to act with integrity, professionalism, and confidentiality.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.

- Proficiency with or the desire to learn the organization's HRIS and talent management systems.

## Supervisory Responsibilities

- Share supervisory responsibilities and collaborate with a staff member who is an experienced HR generalist also involved with finance and accounting responsibilities.

## Qualifications

- Bachelor's degree in Human Resources, Business Administration, or related field required.
- A minimum of seven years of human resource management experience required. Ten years preferred.
- PHR, SPHR, SHRM-CP or SHRM-SCP highly desired.

## Physical Requirements

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.
- Must be able to access and navigate each department at the organization's facilities.

## Benefits

- Employee/family health insurance\*
- 401(k) with employer match
- Paid time off\*
- Paid holidays
- Employee merchandise discounts
- Participation in employee wellness program

\*eligibility for these benefits is dependent on candidate accepting regular full-time or regular part-time employment scenario (4-5 days/week), but not regular limited part-time scenario (3 days/week)