Senior Manager, People and Culture
Job Posting

Position Summary

We are seeking a Senior Manager, People and Culture, to join the Finance and Operations Department. This position provides expert advice on, and is responsible for, the management of human resources for the organization. The Senior Manager, People and Culture, provides exemplary stewardship through the establishment, monitoring and improvement of human resources and corresponding systems, policies, and procedures. This position reports to the Vice-President, Finance and Operations.

The Canadian Women’s Foundation is a national leader in the movement for gender equality in Canada. Through funding, research, advocacy, and knowledge sharing, we work to achieve systemic change. We support women, girls, and gender-diverse people to move out of violence, out of poverty, and into confidence and leadership. Since 1991, our generous donors and supporters have contributed more than $185 million to fund over 3,000 life-transforming programs throughout Canada. For more information about the Foundation, visit our website. To learn more about what we offer to employees and why you should apply, visit Work With Us.

We strongly encourage applications from women, Two Spirit, trans, and/or non-binary people who identify as Black and/or racialized, First Nations, Métis, and Inuit, those living with disabilities, and/or Two-Spirit, lesbian, gay, bisexual, trans, queer, questioning, intersex, pansexual, androgynous, and asexual (2SLGBTQIA+) peoples.

Key Duties and Responsibilities

Human Resource Planning and Development

- Support the development and implementation of a strategy to hire and retain an engaged, committed, and high-performing staff.
- Work with members of the senior leadership team to leverage the talents, skills, knowledge, creativity, and sense of purpose that already exist within the organization.
- Support VP, Finance and Operations to prepare annual operating plan and budget for staffing and organizational culture.
- Act as a leader in the development of workplace diversity, equity, and inclusion.

Human Resources Policies, Processes and Operations

- Manage and coordinate all Human Resources processes such as talent attraction, selection, onboarding, development, retention, performance management, termination, offboarding, and managing compliance and risk according to legislative policies and requirements in Canada.
• Manage Health and Safety policies and procedures and oversee the Joint Health and Safety Committee to maintain a healthy, safe, and accessible working environment for all staff members.
• Manage employee relations through the development, revision, and maintenance of policies and procedures.
• Act as the primary point of contact with the Foundation’s Human Resources Service System vendor and liaise with legal counsel as appropriate.

Recruitment, Retention, and Employee Engagement
• Support the senior leadership team in developing best strategies to manage organizational structure in terms of retention and succession.
• Conduct regular research and surveys to maintain competitive HR policies and salary structure.
• Lead initiatives to promote a culture of employee wellness and engagement.
• Enable and promote reward and recognition initiatives that drive performance and support organizational culture.

Qualifications:
Education:
• University degree and an appropriate Human Resources designation (CHRL) or the equivalent combination of 5 years of education, professional certification, and professional work experience (CHRP or equivalent designation an asset).

Experience:
• Minimum of 5 years of progressive work experience leading and delivering human resource services, ideally within a national organization.
• Experience in a wide range of areas involving people and culture—planning, operations, process and systems improvement, performance management, recruitment and retention, engagement, and staff and vendor management.

Skills:
• Excellent interpersonal, communication, and conflict resolution skills.
• Demonstrated leadership abilities and the capacity to work effectively with cross-functional teams.
• Continuous learning mindset and a commitment to staying updated on HR trends and developments.
• Maintain confidentiality and handle sensitive employee information with discretion.
• Knowledge of legislation on Employment Standards, Occupational Health and Safety, and Human Rights on the federal and provincial levels.
• Advanced skills in managing HR systems and processes.
• Excellent analytical and abstract reasoning skills.
• Fluency in English required and working knowledge of French is considered an asset.
• Commitment to gender justice and intersectional feminist practices

Expectations and Conditions
The chosen candidate will be able to start work immediately and would complete a three-month probation period.
Compensation
The salary range for this position is $80,000 to $90,000.
Comprehensive health and dental benefits and RRSP contribution program are included, as well as professional development opportunities.
We offer 18 health days and 4 weeks vacation per year.

NOTE: This is a Full-Time position.

Job Location:
This position is based at the head office in Toronto, ON.
The Foundation operates in a flexible hybrid work environment.

Travel: Some travel within Canada may be required.

HOW TO APPLY
Please submit:
• A one-page cover letter outlining why you want to be part of the Canadian Women’s Foundation and briefly summarizing your key skills and relevant experience.
• A resume that provides an overview of your work, education, and volunteer experience.

The deadline for submission is 8:00 PM EST on Monday, September 4, 2023. Please email the document to humanresources@canadianwomen.org and indicate “Senior Manager, People and Culture” and quote reference number “OP-003” in the subject line.

The Canadian Women’s Foundation is strongly committed to equity in employment and seeks to attract, select, and hire a diverse team with a high level of professional skills, passion for and belief in our vision and mission. We aim to be inclusive of diverse people across gender and sexuality spectrums. This includes people who identify as women, girls, trans, Two Spirit, genderqueer, non-binary, and 2SLGBTQIA+. If comfortable, we encourage candidates to share information about their identities, lived experiences, and the communities they are part of in their cover letter.

We thank all applicants for their interest. However, only those selected for a first interview will be contacted. We anticipate two rounds of interviews before the successful candidate is selected.