



RECRUITMENT PROFILE

CHIEF PEOPLE OFFICER

[Point Foundation](#), the nation's largest scholarship-granting organization for LGBTQ+ individuals, seeks applicants for its newly created Chief People Officer (CPeO, to distinguish this role from Point's Chief Program Officer) role to lead its people operations and foster an inclusive, high-performing workplace culture. As an executive team member, the CPeO will work closely with the Executive Director & CEO and Chief of Staff to develop and implement a comprehensive HR strategy that aligns with Point's mission and values. This role will oversee all aspects of human resources, including employee relations, talent acquisition, benefits and compensation, and learning and development, ensuring that Point remains an employer of choice.

This is an exciting opportunity for an experienced HR leader to join a mission-driven nonprofit that supports LGBTQ+ scholars and advances educational equity. We encourage you to apply if you are a forward-thinking, people-driven professional focused on helping organizations achieve excellence.

LOCATION: Although Point Foundation operates as a remote office, only candidates in the **Los Angeles area** (preference) or the **New York City area** will be considered due to occasional in-person meetings and events. Point will consider paying relocation fees to Los Angeles based on a candidate's location.

COMPENSATION: This is a full-time, exempt position. Point Foundation offers a competitive compensation package for this position with a salary range of \$150,000 - \$180,000 based on experience and qualifications. Due to its commitment to internal equity, Point will not negotiate on salary outside of this range. This position is eligible for a performance bonus. Additional benefits include 100% employer-paid health, dental, and vision benefits, employee-funded 403b retirement plan with an employer match, generous PTO, short-term disability, and parental leave.

ABOUT POINT FOUNDATION:

Since its founding in 2001, Point Foundation has become the nation's largest scholarship-granting organization for LGBTQ+ students pursuing their goals through postsecondary education. In addition to financial assistance, Point offers mentoring and leadership training to these students, helping them achieve their full academic and leadership potential and significantly impact society.

Since 2015, Point has exponentially grown its scholarship offerings and awards, including its signature Flagship Scholarship, Community College Scholarship, BIPOC Scholarship, Persistence Scholarship, and scholarships for internships, trade, and vocational schools. This academic year, Point is providing scholarship funding to 755 students, the most in the organization's history, and has received a record number of applicants.

Point Foundation has 22 full-time employees. Its current operating budget is over \$7 million annually, and its total assets are approximately \$21 million.



CHIEF PEOPLE OFFICER

POSITION OVERVIEW

The Chief People Officer is a critical member of Point’s Executive Team (C-Suite), reporting directly to the Executive Director & CEO and working closely with the Chief of Staff to cultivate a culture of excellence, accountability, and innovation across the entire organization. The Chief People Officer will work closely with the Executive Director & CEO and Chief of Staff to develop and implement a vision, strategy, and accompanying processes for people operations that support Point’s organizational goals, foster a positive and inclusive workplace culture, and drive employee engagement and performance. The Chief People Officer will oversee all aspects of human resources — including talent acquisition, employee relations, benefits and compensation, and learning and development — ensuring alignment with our core values and commitment to diversity, equity, and inclusion. They will also ensure all HR tools, policies, and practices are aligned with best practices and contribute to moving the organization forward in a constantly evolving landscape.

Reports to: Executive Director & CEO

Status: Full-Time, Exempt

Supervise: HR-related contractors

ESSENTIAL DUTIES AND RESPONSIBILITIES

Employee & Organizational Relations:

- Serve as a trusted advisor to the CEO & Executive Director and Chief of Staff, providing input and insight on employee relations issues, organizational culture, and change management.
- Help the organization navigate changing national and state-level employment laws and regulations. Serve as custodian of Point’s Employee Manual and Policy Handbook, ensuring appropriate updates.
- Support managers and employees with conflict resolution and workplace issues, ensuring that organizational policies and procedures are applied consistently and fairly.
- Monitor employee satisfaction, implement action plans to address concerns and improve morale, and respond to individual, workplace, and societal developments and crises.
- Maintain an accurate database of all Point job descriptions to ensure auditor compliance.

Talent Recruitment, Learning & Development:

- Develop and implement recruitment strategies to attract a high-performing, diverse workforce, with a particular emphasis on underrepresented communities. Remain well-versed in talent analytics and tools for recruiting and engaging a national and remote workforce.
- Oversee the design and execution of a streamlined and equitable onboarding process for new employees.
- Serve as a strategic advisor on staffing decisions, ensuring alignment with organizational goals and mission.
- Oversee the annual employee performance review process and identify resources to assist supervisors with creating learning and development plans and priorities supporting Point’s mission and vision.

Benefits & Compensation:

- Oversee the administration of compensation and benefits programs, ensuring they are equitable, competitive, and cost-effective; manage the ongoing review and adjustment of benefits packages to ensure they meet employees' needs and position Point as an employer of choice.

- Provide expert counsel to senior leaders for compensation negotiations with prospective or existing employees. Maintain awareness of best practices related to employee compensation negotiations.
- Ensure compliance with all applicable laws related to employee compensation, benefits, and labor practices for both exempt and non-exempt employees.

Inclusion & Belonging:

- Develop and implement initiatives to foster a diverse and inclusive workplace culture in collaboration with the CEO & Executive Director, and Chief of Staff.
- Partner with Point’s DEI Committee to champion DEI initiatives, ensuring that the organization's policies, programs, and practices reflect its commitment to equity and diversity.

Perform other duties as assigned.

REQUIREMENTS

- Bachelor’s Degree in Human Resources, Business Administration, or related field from an accredited college or university. Master’s Degree preferred.
- SHRM Senior Certified Professional (SHRM-SCP), SHRM Certified Professional (SHRM-CP) or equivalent training/experience is a plus.
- At least ten years’ experience in human resources with at least five years’ experience managing multiple direct reports in HR leadership with a focus on organizational development and employee relations, ideally within nonprofit or similar mission-driven organizations.
- Demonstrate a deep understanding of diverse cultural dynamics and regional HR practices with a track record of strategic leadership across national teams. Project the highest levels of integrity.
- Proven record of leading in a diverse, inclusive, and intersectional environment, with a strong commitment to anti-bias principles. Ability to build trust and drive team effectiveness.

CORE COMPETENCIES

- Broad and deep national knowledge of compensation, incentives, and related best practices.
- Proficiency with MS Office 365 applications (e.g., Excel, SharePoint, Outlook).
- Executive-level communication skills, including exceptional written, verbal, and interpersonal skills; High EQ with the ability to engage board-level stakeholders.
- Experience with data collection, reporting, and evaluation supporting program improvement.
- Maintain strict confidentiality and exercise tact and diplomacy in a diverse organizational setting.

GENERAL FACTORS

- Passion for Point’s mission and enthusiasm for communicating the organization’s mission and values.
- Strong knowledge of, connection to, and/or competencies working with the LGBTQ+ community, communities of color, and other historically excluded communities.
- Ability to participate in occasional evening and weekend events.

This job description provides an overview of the position's scope. It is not a comprehensive list of duties/responsibilities.

Point Foundation is an equal-opportunity employer. No applicant will be discriminated against because of racial or ethnic identity, religion, sexual orientation, gender identity or expression, or disability. Employee information and references will be verified before an offer of employment is made.

To Apply: Please send a cover letter and resume to Gautam Raghavan at gr@banyantreellc.com.