Position: VP of Talent and Culture
Location: New York/Bay Area

ABOUT BLACK GIRLS CODE
Launched in 2011, Black Girls CODE (BGC) is devoted to showing the world that black girls can code, and do so much more. By reaching out to the community through workshops and after school programs, Black Girls CODE introduces computer programming and technology to girls from underrepresented communities in technology areas such as web design, robotics, gaming, mobile app development and more. By cultivating the next generation of coders we hope to grow the number of women of color in technology and give underrepresented girls a chance to become the future leaders in technology and the masters of their technological worlds. We thrive on working in a collaborative, fast-paced environment. We represent a diversity of backgrounds, a wealth of experience and a lot of fun.

POSITION
The VP of Talent and Culture will lead the overall talent and people operations strategies for Black Girls CODE. This role will be responsible for leading, developing and maintaining all people-related matters including hiring, performance management, career pathing, training and development, employee relations and broader organizational and strategic initiatives. This role will also provide strategic input on company total rewards offerings and wellbeing initiatives.

The successful candidate will have prior talent and people operations leadership experience in a scaling organization, as well as a proven track record of building and maintaining high performing teams, with a focus on diversity, equity and inclusion initiatives.

RESPONSIBILITIES
- Oversee and drive all aspects of talent, culture and HR initiatives for both New York and Bay Area teams.
- Lead full lifecycle hiring process including headcount planning, sourcing, candidate screening, offers and new onboarding process for full time staff and contractors.
- Drive performance review and annual assessment process in partnership with Executive and Senior Leadership teams.
- As a leader and driver of BGC's mission, values and operating philosophies, create alignment with our people-centered programs and business objectives.
- Own the design of BGC's holistic organizational plan (i.e., talent, structure, culture, process), while collaborating with business leaders to monitor, execute, and continue to evolve and inform the design
- Elevate and streamline existing people practices and programs (e.g. merit and promotion,

workforce planning, performance management, career pathing and development, etc.)
- Leverage employee data to diagnose issues, uncover root causes, and contributing factors in order to develop recommendations to leadership and the Executive Team/Board
- Identify internal employee training need, while participating in the facilitation or content development of training programs to ensure success
- Develop and drive people engagement strategies that feed a culture where all employees are respected and valued
- Negotiate contracts and manage vendor/partner relationships
- Maintain budgets with accuracy and financial compliance

QUALIFICATIONS

This is an extraordinary opportunity to be part of a small and growing team in a dynamic startup environment. The position offers great potential for learning and affords real opportunity to have a tangible impact on communities across the country.

REQUIREMENTS
- Minimum of 7 years in a leadership role focused on people operations, HR and/or talent acquisition
- You have experience working with employees, managers, and executives in both individual and group settings with a proven ability to influence all levels of the organization through transparent, trusting, respectful, and highly communicative relationships
- You have a track record of helping individuals and teams develop, grow, and succeed
- You are comfortable in a fast-paced, high volume, and ambiguous environment
- You have knowledge of latest employment laws and regulations
- You pay close attention to detail and be highly organized, staying productive and accurate under pressure with tight deadlines (a sense of humor helps, too)
- You exhibit strong problem-solving skills, including the ability to proactively provide solutions that circumvent anticipated problems
- You are a self-starter who can multitask, prioritize, and manage a multitude of conflicting priorities against competing deadlines without breaking a sweat
- You have the highest standards of ethics and professional integrity
- Bachelor's Degree or HR Certification (PHR, SPHR) preferred