



Job Summary:

Hybrid Position: Portland, OR

Reports to: Chief Executive Officer

Status: Full-Time Exempt

Compensation: See Starting Salary Expectations section below

About Us:

Habitat for Humanity Portland Region revitalizes neighborhoods, builds affordable and sustainable homes, and empowers families through successful homeownership. Habitat for Humanity Portland Region is an independent affiliate of Habitat for Humanity International, a global home-building movement and top private home builder in the country. By providing affordable housing, home repairs, skilled construction training, financial education, and volunteer opportunities, the organization has transformed millions of lives, helped stabilize communities, and fostered economic vitality in the region. We believe that everyone deserves the opportunity to reach their full potential, and that starts with a stable and healthy place to call home.

We are intentional about building a healthy and thriving organizational culture, envisioning a community of staff, partners, volunteers, and donors who are deeply committed to equitable and anti-racist practices in every facet of our organization. We engage in continual learning and seek ways to operationalize equitable practices. Our [Equity Statement](#) and [Cultural Compact](#) are living, breathing documents that we continually work toward. We value work-life balance and strive to offer benefits that support it.

Habitat for Humanity Portland Region operates with a ~\$35M operations budget out of two offices (Hillsboro and NE Portland), four brick and mortar stores (Beaverton, Gresham, Portland and Tigard), one warehouse (NE Portland), and construction sites in east and west Portland, Beaverton, Hillsboro, King City, Gresham, and Lake Oswego. Please visit our website & social media pages to learn more.

Note to Candidates:

We are committed to building a diverse and inclusive organization, and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a less traditional background. We recognize that requirements for educational and experience minimums create unnecessary barriers for under-served populations in pursuing employment opportunities in which they may be successful. In considering this alongside our Equity practices, we have removed educational and experience minimum requirements to focus on candidates' abilities to excel based on the responsibilities of the position. We strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described.

This position is being reopened because the role is headquartered in Portland, Oregon.

Position Overview:

The Vice President of People, Culture and Inclusion is a strategic leader and practitioner, responsible for developing and executing Human Resources, Learning and Development, Diversity, Equity and Inclusion (DEI), and People processes, practices and objectives that will provide a high impact, Team Member- oriented culture that emphasizes engagement and productivity for 120+ employees across various departments including office, construction, and retail (ReStore) departments. This position is responsible for overseeing and implementing all Human Resources functions, including recruitment, employee benefits, payroll, performance management, and employee relations.

The position is also responsible for managing the People & Culture team, which includes direct supervision of the HR Manager, Learning and Development Coordinator, and Director of DEI.

This key member of the Leadership Team serves as a trusted advisor to Team Members, people leaders, and senior leaders across all departments. Thus, building strong working relationships is critical for success.

The Vice President of People, Culture, and Inclusion sets goals for the departments of Human Resources, Learning and Development, and DEI to meet the organization's growing needs. This includes strategies for developing an inclusive culture in collaboration with leadership, as well as departmental initiatives in the areas of diversity, equity & inclusion; talent management; compensation; benefits; learning and development; health and safety; and systems that support operational effectiveness. In addition to providing strategic thought-leadership, this role is actively involved in executing and managing day-to-day People & Culture responsibilities.



Responsibilities:

- Develop a comprehensive People Strategy following a period of leadership changes that includes Leadership Development, Policies and Processes, Talent Management and Acquisition, Compensation and Evaluation, Team Member Engagement, Equity, and Inclusion.
- Lead, manage, develop, engage, and align the HR Manager, Learning and Development Coordinator, and Director of DEI to enhance the experiences of People & Culture team members and foster positive team outcomes.
- Build, lead, and execute core HR processes delivering excellence in program administration, compliance, and compensation and benefits.
- Provide direction, support, and guidance to the Director of DEI in developing, implementing and keeping updated an organization-wide equity plan that includes creative strategies to foster the organization's DEI goals.
- Collaborate and coordinate with the Chief of Staff in developing, implementing, and maintaining organization-wide plans for internal communications, IT, and administrative support that contribute to operational effectiveness.
- Provide support, guidance, and coaching to management and other staff when complex, specialized, and sensitive questions and issues arise; this includes administering tasks in delicate circumstances such as providing reasonable accommodations, facilitating conflict resolution, investigating allegations of wrongdoing, and terminations.
- Collaborate with senior management and organization leaders to build a culture that is Team Member-centric, results-driven, and fosters trust, inclusion, and retention.
- Build strong working relationships with senior leaders and Team Leaders, providing expert-level advice to solve people's problems and offering strategies for resolving conflicts and organizational cultural roadblocks.
- Serve as the primary authority for all HR operations across the organization.
- Analyze trends in compensation and benefits; research and propose competitive base and incentive pay programs to ensure the organization attracts and retains top talent.
- Develop an organization-wide learning and development program, including leadership development initiatives, that provides internal development opportunities for employees, with a focus on incorporating diverse identities and experiences.
- Lead employee disciplinary meetings, terminations, and investigations.
- Maintain compliance with federal, state, and local employment laws and regulations, as well as recommended best practices, by regularly reviewing policies and practices to ensure ongoing compliance.
- Provide proactive communication across the organization on relevant HR and DEI programs, processes, and changes.
- Provide coaching and counsel to leadership to support alignment and effectiveness in leading a people-focused culture.

- Maintain knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law.
- Manage payroll-related HR issues.
- Maintain deep involvement with HFHPR's Health and Safety Committee and Action Plans.
- This description covers principal duties only and is not intended to include all of the duties that may be assigned

Required Knowledge, Skills, and Experience:

- Comprehensive knowledge of Human Resources management, processes, and policy development, and organizational and operational management systems.
- Knowledge of Diversity, Equity, and Inclusion principles and how these principles link to organizational systems and culture.
- Demonstrated ability to effectively establish relationships while also communicating and influencing across all role levels of an organization, clearly articulating the strategic approaches needed to advance the priorities of the People, Culture, and Inclusion department.
- Proven ability to lead through strategic and operational shifts, while uniting team members behind a shared vision, including success in working with an executive leadership team.
- An ability to motivate and encourage team leaders to find creative solutions to challenges and foster a positive work culture, while operating on both strategic and tactical levels with a focus on future outcomes and current realities.
- Demonstrated strength in coaching and advising leaders and Team Members at all levels of the organization on how to navigate conflict and other workplace challenges.
- Ability to operate at the strategic/proactive level for People, Culture & Inclusion, while maintaining responsiveness to emergent situations and performing several areas of HR.
- Ability to evaluate, build, and enhance People & Culture systems, processes, and approaches to foster trust and transparency, a team-member-oriented culture, and create desired outcomes.

Preferred Knowledge, Skills, and Experience:

- Experience leading Human Resources in a nonprofit, retail or construction setting
- Bachelor's or master's degree in HR, Business Administration, or a related field
- SHRM-SCP or SPHR certification

Work Environment and Physical Demands:

- This is a hybrid position expecting to work from the main Portland, OR office 3 days a week, Mondays through Fridays, with occasional weekends and evenings.

- The employee will routinely use standard office equipment, including computers, phones, photocopiers, and filing cabinets.
- This is essentially a sedentary role with some filing work, which requires the ability to lift files, open filing cabinets, bend, and stand on a stool as necessary.
- This position may require occasional local travel, typically to other Habitat locations.
- Schedule: 40 hours a week, Monday through Friday, from 8:30 am to 4:30 pm. This position is part of the management and leadership team. Work hours may vary depending on internal factors. Hybrid and remote work are not available. Starting salary expectations:

Minimum to salary range midpoint of \$127,615. Placement will generally not exceed the midpoint based on qualifications, experience, and internal equity. The full salary range is \$102,092 to \$153,138.

Benefits:

We offer a comprehensive benefits package that includes:

- Health insurance (medical, vision, alternative care, prescription)
- Health reimbursement arrangement (HRA)
- Dental insurance
- Generous paid time off
- 3% matching 403(b) retirement plan
- Flexible spending accounts
- Short-term & long-term disability insurance
- Life insurance
- Employee assistance program
- And more

For more information <https://habitatportlandregion.org/about/career/>

How to Apply



Workplace Change is managing our talent search. To apply, please visit their **website**.

This position opens:
07/28/25

This position closes:
08/18/25

Habitat for Humanity Portland Region hires a workforce representative of the communities we serve, understanding that a diverse workforce strengthens our organization. We value diversity and support a positive and welcoming environment where all employees can thrive. Habitat for Humanity Portland Region is an equal opportunity employer and seeks to employ and assign the best qualified personnel for all our positions in a manner that does not unlawfully discriminate against any person because of race, color, religion, gender, marital status, age, national origin, physical or mental disability, sexual orientation, veteran/reserve national guard status, or any other status or characteristic protected by law.

Note: This job description is intended as a guideline only and does not limit in any way the duties or responsibilities of any employee. Nothing herein shall be construed as a contract of employment, expressed or implied. All employment is terminable at will, with or without cause.