

Director of People and Operations

The Director title is a senior title at Overdeck Family Foundation and the Director of People and Operations will be the head of these functions

About Overdeck Family Foundation

Overdeck Family Foundation (“the Foundation”) was founded in 2011 by John and Laura Overdeck with the goal of providing all children the opportunity to unlock their potential. The Foundation focuses exclusively on enhancing education, funding efforts both inside and outside of school in the areas of early childhood, informal STEM education, and K-9 programs that include supporting educators and student-centered learning environments. Our grantmaking and strategic support focus on unlocking innovation, evidence, and growth opportunities for organizations and researchers that are committed to accelerating key academic and socioemotional outcomes for all children. The Foundation funds both direct impact organizations and ecosystem efforts that clear the path to scale for our grantees and the work that they do.

The Foundation is seeking an experienced operations and talent leader (with functional leadership experience or an executive leader who has gained expertise in these functions) to envision and create extraordinary culture for small, successful teams. The Director of People and Operations will be a member of the organization’s leadership team and will be responsible for setting vision for and leading the organization’s human resources, talent management, internal operations, and organizational culture functions. This position will manage one operations staff member, will partner with an external firm to support hiring, and will have access to additional funds to identify and hire external vendors to supplement both expertise and capacity in pursuit of their goals.

In your previous roles, you’ve demonstrated an ability to balance several projects at once and work with multiple internal and external stakeholders at different levels of seniority. Your skill in building deep, authentic relationships and operating in highly strategic and reliable ways have been key to your success. You have experience in small organizations either leading talent work or as a member of the executive team. You are an empathetic leader who sees the potential in others, patiently encourages growth in others, and sees deep value in diverse teams characteristic of a true sense of belonging.

This position reports to Anu Malipatil, the Vice President, Education and leader of the Foundation, and will manage one operational staff member who they will hire. The Foundation currently has 20 full time employees and anticipates limited staff growth in coming years.

Visit www.overdeck.org for more information.

What You’ll Help Us Do

- **Strategy**
 - Access and build upon the existing vision and approach for operations (goal setting, team meetings and routines, executive support, etc.) to ensure strong planning, alignment and execution across the organization
 - Access and build upon the existing vision and approach for hiring, training and supporting our team with a focus on growth mindset and career development
 - Create a clear charge for self and others in pursuit of operations and talent goals and build an aligned plan to reach those goals that is grounded in naming and shepherding the resources necessary to find success

- Build authentic, deep relationships across the foundation in order to keep a pulse on the organization and ensure that the vision and approach to our talent work is responsive to the needs of the organization and the staff who work here
- Set vision for future staffing model and strategy for the Foundation and manage an external firm to hire staff efficiently and effectively
- **Organizational Operations Management**
 - Partner with the Vice President, Education to operationalize and support her vision for the annual strategic planning process
 - Partner with the Vice President, Education to operationalize and support her vision for key meetings (leadership team, operations meeting, team retreats, trustee meetings, board meetings, etc.)
 - Manage institutional knowledge management including both systems/processes and strategy that is grounded in smart prioritization
 - Set vision for executive administrative support and seek and manage the aligned resources to meet that vision
 - Liaising with the Foundation family office to engage in their budgeting and financial management processes
 - Liaising with Two Sigma to engage in their support around Foundation technology needs
 - Assume leadership of return to office (Covid-19 dependent) and facilities expansion (expansion of existing space to accommodate team growth) projects have already started
- **Talent Management and Professional Development**
 - Assume ownership of our centralized structures for ongoing performance and professional development conversations
 - Coach and develop managers to regularly and successfully engage their reporting staff around performance and professional development
 - Create and manage a professional development agenda inclusive of both centralized programming and cataloging of external opportunities for staff
 - Manage a professional development budget to ensure staff are utilizing funds earmarked for their development while choosing high impact opportunities
- **Setting Vision for and Managing Employee Experience**
 - Build infrastructure and manage human resources compliance items (offer process, salary negotiations, employee handbook, compensation philosophy, salary benchmarking, compensation increase recommendations, employee relations/complaints) *Note: OFF receives support with payroll and benefits administration from Two Sigma.*
 - Set a vision for routines, events, and habits that promote strong connection and experience for staff (e.g. recognition, team building events, holiday parties, going away parties, celebrating personal milestones, etc.) and manage operational staff to execute
 - Manage operational staff to successfully execute onboarding and offboarding logistics for new and exiting staff

Who You Are

- **A strategist who is able to pursue the right actions in order to drive the highest value to the organization in service of staff experience and with a focus on DEIB.** You are able to maneuver through ambiguity to action in a way that is centered on breaking decisions into consequence maps, identifying trade-offs grounded in short- and long-term impact, and engaging stakeholders to arrive at a clear and right decision. You are able to operate in an iterative environment and are comfortable adjusting strategy midcourse without losing sight of your goal or

desired outcome. You enjoy researching and thinking about trends in human resources and talent management.

- **An operator who is able to set vision for systems and structures to efficiently and effectively drive talent outcomes at a small organization.** You are a seasoned manager of complex projects characteristic of complex stakeholder management and interdependent timelines across projects. You are able to organize and manage the actions of staff across an organization and are able to find success influencing others to act through dotted line relationships.
- **A highly relational leader who will build fast, deep, and trusting relationships with our staff.** You are able to work well with Foundation staff members at all levels because you are kind, thoughtful, and curious. You will authentically care about all of our staff. You possess a high level of self-awareness and emotional intelligence. You are experienced in complex change management characteristic of staff being brought along in ways that are inclusive.
- **You are an expert in operational leadership, talent management and culture building.** You have a depth of understanding of how organizations successfully create ongoing dialogues around performance and development that lead to staff growing in their roles. You have a track record of being a culture leader and you enjoy that work immensely. You either have a depth of understanding around human resources compliance or will eagerly become an expert through the support of content expert vendors and seeking appropriate certifications.
- **A smart, eager learner.** You take a nuanced and rigorous approach to your work, both able to act on well-informed hypotheses and willing to change your mind. You use your critical thinking and quantitative analysis skills to see patterns, guide smart decision-making, and evaluate opportunities.
- **A values-driven and empathetic human.** You operate with a high level of self-awareness, humility, and emotional intelligence and you value the same in your colleagues. You engage in conflict confidently and with kindness. You are excited about working in an environment where complex problems are being considered. You are able to articulate and navigate tensions with an orientation towards understanding and valuing multiple perspectives. You don't shy away from holding two opposing ideas at once and you are comfortable with not knowing or not agreeing and committing.

What You've Done

Experience you possess:

- Bachelor's degree
- Minimum of ten years of experience with at least two years of experience leading talent and/or serving as an executive in a small organization
- Experience in venture philanthropy, nonprofit startup, a venture capital context, or similar preferred but not required
- Content expertise in human resources compliance is strongly preferred but not required

Benefits of Working at Overdeck Family Foundation

All Overdeck Family Foundation employees are employees of Two Sigma. The foundation offers competitive core benefits, including fully paid medical and dental insurance premiums for employees and dependents, competitive 401(k) match, generous vacation time, unlimited sick days, and employer-paid life and disability insurance. Overdeck Family Foundation requires all employees to live within a commutable distance from the office in the SoHo neighborhood of New York City. Each week, employees must work in the office on Tuesdays, Wednesdays, and Thursdays for collaboration days and have the option to work remotely on Mondays and Fridays. Perks of being in the office include on-site gyms with laundry service, wellness classes, snacks, and a casual dress code in our beautiful office in SoHo.

How to Apply

Overdeck Family Foundation has partnered with RCG Talent Solutions on our search for the Director of People and Operations. Please follow [this link](#) to submit your application and direct all questions to Miranda Cortez (miranda@rcgtalent.com). RCG Talent Solutions will review all applicants and, upon qualification, contact you to determine next steps.