

| Vice President, Talent and Culture |

“Think Big
Act Big
Dream Big”
Conrad N. Hilton



WHO WE ARE:

International hotelier Conrad N. Hilton established the grantmaking foundation that bears his name in 1944 to help people living in poverty and experiencing disadvantage worldwide. Today, the work continues, concentrating on efforts to ensure healthy early childhood development and sustainable livelihoods for youth, support young people transitioning out of foster care, improve access to housing and support services for people experiencing homelessness, identify solutions to safe water access, and lift the work of Catholic sisters. Additionally, following selection by an independent, international jury, the Foundation annually awards the \$2.5 million Conrad N. Hilton Humanitarian Prize to an organization doing extraordinary work to reduce human suffering. The Foundation is one of the world’s largest, with approximately \$8.5 billion in assets. It has awarded grants to date totaling more than \$2.4 billion, \$339 million worldwide in 2021. Please visit www.hiltonfoundation.org for more information.

OUR GROWTH:

Over the past five years, the Conrad Hilton Foundation has taken strategic steps to advance its mission to serve as a global leader in addressing human well-being. Over these years, the Foundation’s assets have doubled through a bequest by Conrad Hilton’s son, Barron Hilton. The Foundation have increased its staff from about 60 to nearly 160, seeking to maintain a vibrant and dynamic culture in alignment with the core values of Conrad and Barron Hilton – integrity, compassion, stewardship, humility, and thinking big. The Foundation has recruited a highly diverse Leadership Team, within which the Vice President, Talent and Culture will continue to serve in a critical role. The past five years have witnessed the development of “Strategy 2025,” focusing on seven Initiatives and setting ambitious-but-feasible goals within them. The Foundation has approximately quadrupled its grantmaking to about \$430M in 2022. In addition, the Foundation awards the Conrad N. Hilton Humanitarian Prize. At \$2.5 million, it is the world’s largest annual humanitarian award presented to a nonprofit organization judged to have made extraordinary contributions toward alleviating human suffering.

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WHAT'S AHEAD:

The Foundation has reached an exciting moment in its evolution as a global philanthropic leader. With Board vision and leadership and the extraordinary work of a dedicated team, the Foundation is moving from strategy development to global implementation, working with hundreds of grantee organizations, new and old, and making lasting positive differences in the lives of hundreds of thousands, and millions, of people living in disadvantage. The Foundation will continue to fund both service delivery (“real good for real people in real time”) and system-changing work. About half of the Foundation’s grants are made in the United States, and half overseas (focused on Africa and Latin America).

The continuity of the Foundation’s core values serves to guide the overall enterprise. As the Foundation expands its programmatic reach, Foundation staff will be called on to serve an expanding strategic mission. As demonstrated over the past five years, optimization of a high-caliber and diverse staff will enable the Foundation to do highly impactful work. As the Foundation continues to evolve, it will be important to maintain a nimble, forward-looking organizational structure, honoring the entrepreneurial spirit of Conrad and Barron Hilton.

About the position:

Reporting to the President & CEO, The Vice President, Talent & Culture continues to serve as a key member of the organization’s Leadership Team and leads and implements the Foundation’s human resources strategy. The Vice President will partner with the organization’s Leadership Team and staff to ensure the development and advancement of an empowered, values-driven workplace culture. The Vice President will offer timely, forward-thinking counsel on all issues related to people within the organization, serving as a thought partner with all departments of the organization fostering a culture of trust and respect. The Vice President will also provide strategic support to the Foundation Board Talent & Compensation Committee. In this role, the Vice President will work closely with the Talent & Compensation Committee Chair and members of the Board Committee, providing key information and analysis to fully optimize the Board Committee’s role in stewardship of the Foundation’s human capital.

The Vice President leads a dedicated Talent & Culture Team, which now has ten full time professionals working to support the needs of an expanding global programmatic and operational structure. The Vice President will continue to serve in a leadership role promoting diversity, equity, and inclusion in all aspects of its organizational culture. As work and the workforce change, the Foundation will need novel approaches to attract, develop, and retain talent. And with the impact of the pandemic, the team finds itself helping the Foundation redefine its workplace culture in a way that fully integrates a hybrid and remote work.

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ESSENTIAL DUTIES/RESPONSIBILITIES

Organizational Effectiveness

- Catalyzes organizational performance through collaborative leadership; meets with team leads to guide and advise on best ways to link personnel structures to support strategy.
- Collaborates with peers across the Foundation to advise on and forge consensus on approaches to workforce planning and analysis, recruiting and retaining high-caliber talent, learning and development, performance management, and professional development.
- Advises team leads on the best available options for employee engagement and retention initiatives to increase organizational, programmatic, and individual performance.
- Identifies and recommends opportunities to improve and align supporting systems; creates and implements an integrated approach to talent and culture management.
- Continues to shape and implement strategies which support hybrid/remote workforce which strengthen and amplify a vibrant workplace culture.

Leadership and Talent Management

- Working with Talent Acquisition Manager, provides leadership in the oversight and execution of talent acquisition and retention strategies.
 - Oversees the development and implementation of the Talent & Culture Budget.
 - Working with Talent and Culture Team, supports activities which enhance integrated talent management solutions including executive coaching, individual development planning, talent reviews, succession planning, and leadership development.
 - Develops forward-looking employee retention plan and monitor progress of high potential employees and identifies positions that provide quality developmental opportunities; fosters succession planning across the organization.
 - Leads and develops results-driven performance management tools and processes that integrate with the organization's values and core competencies.
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- Analyzes and provides timely information to support Leadership Team on organizational-wide metrics to spot trends and make adjustments and improvements on Foundation wide organizational goals.
- Oversees, develops, and implements a progressive total rewards program balancing organizational resources with the need to maintain the organization's competitive position in the marketplace.
- Ensures compliance with all applicable Federal, State, and local employment laws including, but not limited to EEO, ADA, FMLA, FLSA, ERISA, OSHA, PPACA, workers' compensation, etc.

Payroll and Benefits Management

- In collaboration with the Foundation's Finance Team, provides oversight of the Foundation's payroll administration.
- Provides leadership on pay equity, pension, and other employee compensation matters. Insure transparency.
- Provides support to Board Talent & Compensation Committee.
- Working with T&C team members and outside provides, oversee the Foundation's employee benefits system. Continue to review and upgrade selection and oversight of providers, systems to ensure compliance and accuracy.
- Provides oversight of the payroll and personnel management and benefits management with outsourced to McGriff, Bonusly, etc.

Workplace Culture Management

- Continues to draw from and build on the core values of the organization: integrity, humility, thinking big, stewardship and compassion. Strengthens and amplifies an organizational spirit of optimistic, can-do problem-solving.
 - Serves as a thoughtful leader on the future of workforce strategy and provides guidance and stewardship as the Foundation establishes a "new hybrid" workforce plan (new normal).
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- Builds on an ongoing commitment to comprehensive Diversity, Equity and Inclusion which aims at a more diverse workforce, more inclusive workplace, and a real contribution to a more equitable society and world.
- Strategies aimed at maintaining a healthy workplace culture including strategies, programs and initiatives related to internal communications, employee engagement, and relations across and inclusive of all the organization's programs and offices.
- As a thoughtful steward, fosters a culture of accountability, trust, recognition, and results among staff at all levels consistent with the short and long-term objectives of the organization.
- Encourages development of strong relationships within teams and helps managers to develop skills to address challenges that may arise with team members.

Professional Qualifications and Personal Attributes:

The Vice President should ideally possess the following set of professional qualifications and personal attributes:

QUALIFICATIONS

Building a high-performing, purposeful organization requires a leader who is an effective, influential change agent and a high impact, emotionally intelligent professional.

Other key qualifications required include:

- A bachelor's degree in Human Resources or Business Management; master's degree in business/organizational development and SPHR certification is strongly preferred.
 - A demonstrated level of human resources experience of which at least ten plus years have been spent in a significant senior management role.
 - Experience conceptualizing, implementing, and monitoring broad human resources related programs and initiatives in the context of broader business/organizational objectives.
 - Demonstrated computer proficiency is a must including experience using MS Office applications and HRIS and demonstrated financial and budgeting capabilities.
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Personal Attributes

- A visionary motivated equally by the Foundation’s values and its mission of alleviating human suffering, and by the desire to create a great, inclusive place to work.
- Driven by an “optimism and courage to seek bigger solutions.”
- A person who has demonstrated humility, grace, stewardship, and compassion in their life.
- An ability to build dynamic teams and to motivate them to work well together.
- Makes high quality, transparent decisions and stewards them with purpose and efficiency.
- Personal creativity and strategic vision coupled with an ability to listen to others and learn from their best ideas – a sense of inquisitiveness and eagerness to improve.
- Persuasive communicator with excellent listening, speaking, and writing skills.
- Personable, articulate, and diplomatic, but also honest in identifying challenges, problems, and risks. Strong ability to align management and staff needs.
- Intellectually humble, open to constructive feedback and personally grounded.

COMPENSATION

Compensation for the Vice President, Talent and Culture includes a competitive base salary, and an excellent package of health and employee benefits.

TO BE CONSIDERED

Interested candidates should submit a resume and cover letter, responding specifically to the experience and qualifications required, to: Daniel Sherman, President, Explore Company. Resumes@explorecompany.com. Refer to Hilton Foundation/VP, T&C in the subject line.

No phone inquiries please.
