



Position Profile  
**Vice President of  
People & Culture**  
The Arc Central Chesapeake Region



The Arc Central Chesapeake Region is partnering with Dragonfly Central, Inc. to recruit the next Vice President of People & Culture. The Vice President will lead a dynamic people strategy, committed to diversity, equity and inclusion throughout the talent acquisition and development process.

### **The Organization**

The Arc Central Chesapeake Region (The Arc) was founded in 1961 to provide services and supports to people with intellectual and developmental disabilities (I/DD) in Anne Arundel County, MD. We now proudly create over 1,330 opportunities for people with I/DD across Anne Arundel and Maryland's Eastern Shore and deliver financial management services to nearly 2,000 people with I/DD who choose to self-direct their services in Maryland.

We are a dynamic regional organization providing person-centered supports for people with I/DD to live, work, and connect with their communities. We advocate for equity and access for people with I/DD to live self-determined lives and foster opportunities towards self-sufficiency.

Our **Core Values** are evident in all aspects of our programs and services. These values are:

- **We embrace individuality** - We see the whole person, celebrate our differences, and offer the people we serve, and our team opportunities tailored to them.
- **We are heart-driven** - Every interaction matters to us; we go the extra mile to care for the people we serve and our team.
- **We take strategic risks** - Fueled by the urgency of our mission, we continually push for better and more innovative approaches.
- **We are action-oriented** - We are creative, resourceful, and have a “get it done” approach to overcoming challenges.
- **We promote equity and respect** - We value the different identities and experiences of the people and communities we work with, and we build respectful relationships to meet them where they are.

Over the last five years, The Arc has transformed how services are delivered, how leaders at every level work together, and deepened our commitment to diversity, equity, and inclusion. Over the last year, The Arc partnered with employees from across the organization and within the community to develop value statements (above) that reflect who we are as an organization and how we approach our work. This collaborative process is just one example of how The Arc invites leaders at every level to share their voice and make decisions from a place of confidence, support, and ownership. With a growing team of nearly 500 employees, culture is an important part of The Arc's everyday operations and experience. We aim to create an environment where people and their talents can flourish – from direct service to customer service to governance.

For more information about The Arc, see [www.thearcccr.org](http://www.thearcccr.org).

### **The Position**

The Vice President of People & Culture (VP) will provide visionary leadership and will be an internal influencer and agent of change. The VP will lead a dynamic people strategy that aligns to The Arc's strategic and operational plans, focusing on the organization's equity goals and will providing strong leadership and support to a variety of stakeholders. Additionally, this person will work collaboratively with the executive leadership and the People & Culture team to achieve outcomes, attract diverse talent, and develop, implement, and manage strategies that will promote diversity, equity, inclusion, and belonging. The VP will be active member of the Executive Leadership Team.

## **Roles and Responsibilities**

The VP will provide leadership and day to day management of the People function by effectively leading and managing talent acquisition, diversity, equity, and inclusion, talent development, talent experience, employee communication, compensation, and total rewards, and succession planning. Additional essential functions of the position are to:

- Function as a strategic partner and business advisor to executive and senior leaders regarding key organizational and management issues with a commitment to diversity, equity inclusion, and belonging.
- Build culture and connection to amplify The Arc's core values and create opportunities for employee connection; keep our employees informed, engaged, and inspired.
- Partner with the People & Culture Directors on the development and implementation of a comprehensive and competitive talent attraction, recruitment, retention, and management programs to meet the human capital needs of the organization; work with operational and senior leadership to develop and implement a sound management succession plan that corresponds to the organization's strategic plan.
- Oversee the development, implementation, and management of comprehensive total reward policies, plans, and programs that are competitive and cost effective.
- Strengthen talent development programs with a focus on training and professional development needs for employees at every level of the organization.
- Maintain compliance with laws and regulations related to Human Resources and manage relationships with compliance agencies and The Arc's Human Resources legal counsel.
- Contribute to the development of the organization's multi-year strategic plans and programs as a strategic partner with a perspective on the impact on people and equity.
- Hire, retain, manage, and coach employees in the People & Culture division.

## **Other Functions**

- Keep up to date on HR policies, practices, trends, and laws.
- Work across the organization on IT systems related to human resources functions, including payroll, HRIS, learning management, and internal communications tools.
- Represent The Arc in cross organization workgroups, community groups, etc.
- Participate in related HR and Training Networks through related associations and groups.
- Facilitate the talent acquisition process for all executive or key senior level positions.
- Perform other duties as assigned.

## **Experience and Attributes**

- Five+ years in human resources with increasing executive management experience in all areas of human resources and organizational development
- Bachelor's degree in human resources management required, masters' degree and/or human resources credential (such as PHR, SHRM-CP) is a plus
- Excellent oral and written communications; strong interpersonal skills with the ability to manage positive communication in difficult situations and the ability to provide candid/constructive feedback
- Current knowledge and understanding of regulations, industry trends, current practices, new development, and applicable federal and state legislation and requirements regarding human resources
- Proven success building strong, productive relationships with people and teams across a broad, diverse organization
- Experience in diversity, inclusion and equity bringing a high degree of cultural intelligence
- Unquestionable personal integrity, fairness, and credibility, and the ability to gain the trust of employees at all levels
- History of proven, measurable results for managing growth and aligning human resource processes and tools to support strategic business priorities
- Strong analytical and technical skills
- Ability to work well under pressure in an ever-changing environment

- Proficiency in MS Word, Excel, Outlook, and knowledge of HRIS systems required

The salary for this position is \$147,000 per year and reports directly to the President & CEO of The Arc Central Chesapeake Region. The Arc offers a competitive total rewards package. The typical work schedule is Monday through Friday during The Arc office hours, with occasional night and weekend meetings or events. This position is eligible for periodic telework.

### **Application Process**

The Arc Central Chesapeake Region is partnering with Dragonfly Central to find the best candidate for the Vice President of People and Culture position. To apply, email a cover letter that details you fit with the position's requirements and a chronological resume to [TheArcPeopleAndCulture@DragonflyCentral.org](mailto:TheArcPeopleAndCulture@DragonflyCentral.org) . For all other inquiries, contact Ginna Goodenow at [ginna@dragonflycentral.org](mailto:ginna@dragonflycentral.org) .

***The Arc is an equal opportunity employer. The Arc provides equal opportunity to all qualified candidates without regard to race, color, religion, ethnicity, sex/gender, national origin, age, marital status, military/veteran status, sexual orientation, gender identity, pregnancy, genetic information, disability, or any other characteristic protected by applicable law. The Arc Central Chesapeake Region is proud of its commitment to and celebration of diversity, equity, and inclusion (DEI) throughout all aspects of its operations, vision, mission, and leadership.***