



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



The Arc Central Chesapeake Region is partnering with Dragonfly Central, Inc. to find the next Vice President of People and Culture. The Vice President will lead a dynamic people strategy, dedicated to refining current processes and building new strategies to enhance the People and Culture function of The Arc.

The Arc Central Chesapeake Region Enterprise

The Arc Central Chesapeake Region (The Arc) began in 1961, founded by a group of parents who wanted equity, access, and opportunity for their children with intellectual and developmental disabilities (IDD). At our core, The Arc believes that people with IDD deserve the same opportunities for self-determination and self-advocacy as any other community member. The Arc's growth over the last six decades has been in response to community-identified needs. We are providing - and often creating - the services that people tell us they need to live the life they choose for themselves.

Today, The Arc supports more than 3,000 people with IDD and their families throughout Maryland, providing comprehensive programs and services that support the full spectrum of a person's life, from birth through retirement, and all the joys and opportunities in between. All our programs and services are designed to empower and support people with IDD and provide greater self-determination in how they live, work, and connect with their communities.

The Arc's **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.

The Arc partnered with employees from across the organization and within the community to develop the value statements above, that reflect who we are as an organization and how we approach our work.

The Arc welcomes employees of diverse backgrounds, striving to create a workplace where all feel valued for their contributions. We've incorporated DEI into every practice and policy. It's more than mandatory employee training—it's at the very root of our organizational culture. How power is distributed, who contributes to decision-making, the distribution of workloads, and the representation of diversity across the organization are all factors in how The Arc's leadership team guides the organization.

The Arc is constantly finding new ways to invest in its employees' personal and professional success, to create an environment where people can be their authentic selves and feel a sense of belonging.

About The Arc's subsidiaries:

What's unique about The Arc is our focus on innovation, commitment to community-based services, and tremendous growth. The Arc is an entrepreneurial organization, and strongly values innovation informed by community needs. It is the driving force behind the growth of The Arc and the development of new programs, services, and subsidiaries throughout our history.

The Arc's work providing quality, safe, affordable housing for people with IDD led The Arc to understand the greater community's need for affordable and accessible housing. Recognizing this need for affordable housing throughout Maryland, The Arc founded Chesapeake Neighbors in 2007 as a nonprofit subsidiary dedicated to the development and management of affordable housing for all. Today, Chesapeake Neighbors owns and operates 70 units throughout Maryland.

Additionally, in 2021, The Arc founded Chesapeake Community Development, a Community Development Corporation (CDC), to serve as our acquisition and development arm. Under this model, Chesapeake Community Development purchases properties and stewards projects through development, while Chesapeake Neighbors provides ongoing leasing, management, and maintenance services throughout the life of the property.

For more information about The Arc, see www.thearcccr.org. For more information about Chesapeake Neighbors, see www.chesapeakeneighbors.org.

The Position

The Vice President of People & Culture plays a key role in advancing The Arc and its subsidiaries mission and strategy by partnering to build and implement new organizational strategies and refining current systems and processes related to People & Culture that enhance inclusion, engagement, transparency, and accountability. The Vice President of People & Culture will provide strategic leadership and direction to maximize employee engagement and contribution, while driving workforce excellence and productivity. The Vice President of People & Culture will provide leadership for all human resources functions including Talent Acquisition, Talent Experience, and Talent Development. The Vice President of People & Culture will be a champion of The Arc's culture and foster an environment that is collaborative and highly driven. The Vice President of People & Culture will be active member of the Executive Leadership Team.

Roles and Responsibilities

The Vice President of People & Culture will provide leadership and day to day management of the People & Culture function by managing Talent Acquisition, Talent Experience, and Talent Development. Additional essential functions of the position are to:

- Ensure a focus on diversity, equity, inclusion, and belonging in all aspects of People & Culture.
- Function as a strategic partner and business advisor to executive leadership and division/department heads to drive workforce excellence and productivity.
- Build culture and connection to amplify The Arc's core values and create opportunities for employee connection; Keep employees informed, engaged, and inspired.
- In partnership with the Directors of Talent Acquisition, Talent Experience, and Talent Development, develop dynamic People & Culture operational plans that focus on talent attraction and recruitment, employee retention, learning and development, and diversity, equity, and inclusion.
- Continually improve The Arc's Total Rewards program; Create innovative and competitive total rewards that benefit employees and their families.
- In partnership with the SVP of Administration & General Counsel, strengthen The Arc's safety and risk management programs as it relates to People & Culture.
- Maintain compliance with laws and regulations related to Human Resources and manage relationships with compliance agencies; Work with the SVP of Administration & General Counsel on all compliance and legal issues.
- Prepare and submit an annual People & Culture budget to the President & CEO and the VP of Finance for review and approval; Manage effectively within this budget.

- Contribute to the development of the organization's multi-year strategic plans; Act as a strategic partner with a focus 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.
- Represent The Arc in cross organization workgroups, community groups, etc.
- Facilitate the Talent Acquisition process for all executive or key senior level positions.
- Perform other duties as assigned.

Experience and Attributes

- Five or more years of human resources executive experience in a large, complex organization
 - Bachelor's degree in human resources management required; Master's 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

In addition to a competitive base salary of \$160,000, The Arc also provides a comprehensive benefits package which includes a vehicle allowance, access to robust health, vision, and dental insurance; EAP; FSA; Basic Life Insurance and AD&D coverage; STD and LTD; 403(b) with up to 4% employer match; unlimited PTO, as well as 12 paid annual holidays per year. 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 your fit with the position's requirements and a chronological resume to

TheArcPeopleAndCulture@DragonflyCentral.org .

For all other inquiries, contact Ginna Goodenow at 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.