



Job Title: Vice President, People & Culture

Department: People & Culture | **Location:** Long Beach, CA

The **Vice President, People & Culture** (VP, P&C) is a collaborative executive leader responsible for shaping, strengthening, and stewarding Special Olympics Southern California's people-first culture and volunteer-powered community model, with a clear focus on making SOSC an exceptional place to work and volunteer. This role oversees Human Resources, Volunteer Services, and Family Services, working in close partnership with department leaders and alongside team members as an engaged, supportive leader.

The VP, P&C partners closely with the CEO, Executive Leadership Team, and Board committees to set a high-level people and volunteer strategy that supports SOSC's long-term growth and helps expand athlete participation across Southern California. This role focuses on aligning systems, practices, and experiences so staff and volunteers feel supported, valued, and equipped to do their best work.

Reports To: President & CEO

Direct Reports: Assistant Vice President, Volunteer Services and Director, Human Resources

Compensation Level (16): This is a full-time, benefits-eligible position, with benefits beginning on the first of the month following the start date. The salary range for this salaried non-exempt role is **\$135,000.00 - \$165,000.00**, depending on experience, specifically within Special Olympics.

ESSENTIAL DUTIES

People & Culture Leadership (Human Resources): 50%

Provide leadership for SOSC's people operations by blending strong systems with practical, day-to-day support for managers and staff.

Strategic Leadership & Organizational Alignment

- Partner closely with the CEO and Executive Leadership Team as a trusted advisor on workforce strategy and organizational design.
- Lead development and execution of a multi-year People and Culture strategy aligned with SOSC's Strategic Plan and financial priorities.
- Participate directly in workforce planning, succession planning, and talent forecasting through active collaboration with department leaders.
- Champion diversity, equity and inclusion through policies, practices, and everyday leadership behaviors.

Talent Acquisition, Development & Retention

- Oversee recruitment, onboarding, and leadership development, and participate directly in key hiring decisions and onboarding design.
- Partner with managers to strengthen performance management practices that are practical, fair, and growth-oriented.
- Provide strategic leadership in guiding the Staff Conference, ensuring effective budget planning, site selection, and execution of all logistics for the annual conferences.

CORE VALUES



Be ATHLETE centric | Be a TEAM player | Be a CHANGE agent | Be a LEADER

Compliance, HRIS & Risk Management

- Ensure compliance with federal, state, and local employment laws while translating requirements into clear, practical practices for managers and staff.
- Actively oversee and contribute to the development and ongoing refinement of HR policies, employee handbooks, and internal guidance.
- Serve as a thought partner to leaders navigating employee relations, performance management, and sensitive workplace issues.
- Provide oversight of HRIS platforms and ensure accurate and compliant data management practices.
- Review and analyze workforce metrics (turnover, diversity, engagement, retention) and present actionable insights to leadership.

Compensation, Performance & Total Rewards

- Lead and oversee competitive compensation and total reward strategies that balance internal equity, market competitiveness, and sustainability, including obtaining outside salary surveys on a regular basis (average every three years).
- Collaborate with CFO to ensure compensation and reward plans are within budgetary guidelines.
- Oversee preparation of salary data for inclusion in SOI salary surveys.
- Work directly with HR staff and managers to ensure job descriptions, performance evaluations, and compensation processes.
- Prepare and present compensation materials for executive and Board review with clear rationale and data-informed recommendations.

Culture, Values & Athlete-Centered Leadership

- Provide executive leadership for SOSC's culture, ensuring best practices, structures, and expectations are in place to foster a positive, inclusive, and high-trust environment where staff and volunteers feel safe, supported, valued, and excited to be part of the organization.
- Lead the integration of SOSC Core Values into people practices, leadership expectations, and organizational systems, supporting leaders and managers in translating values into everyday behaviors, decisions, and experiences.
- Partner with leaders and managers to strengthen team culture by promoting clear communication, consistent feedback, and development-focused coaching practices that support learning, growth, and performance.
- Lead organizational approaches to recognizing and celebrating Core Values in action, reinforcing behaviors that reflect SOSC's desired culture across staff, volunteers, and leadership.
- Promote athlete-centered thinking across staff and volunteer experiences by ensuring people practices consistently support high-quality, inclusive athlete outcomes.

Employee Benefits & Retirement Plan Administration

- Provide active oversight of benefits, leave programs, and retirement plans in partnership with brokers, vendors, and auditors.
- Work with an outside advisor to ensure proper governance of retirement plan investments.
- Ensure annual renewals of health insurance plans are within budget parameters
- Support staff understanding and engagement with benefits through clear communication and accessible resources.

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Volunteer & Family Services Strategy and Oversight: 25%

Provide executive leadership, strategic partnership, and oversight for SOSC's volunteer-powered model, recognizing volunteers as a core driver of mission delivery and organizational success.

- Partner with the Assistant Vice President, Volunteer Services, and the Board Volunteer Services Committee to co-create and advance volunteer strategy that strengthens SOSC as a place to work and volunteer.
- Set high-level direction, priorities, and expectations for volunteer engagement while reinforcing the AVP as the primary owner of strategy execution, systems, and operations.
- Provide oversight and guidance across volunteer recruitment, retention, recognition, and leadership development strategies. Remove barriers, support decision making, and strengthen cross-functional alignment.
- Support alignment between headquarters strategy and regional execution through partnership with Volunteer Services leadership and Regional Volunteer Managers.
- Serve as a thought partner as teams identify challenges, adapt practices, and evolve strategies to support SOSC's growth.
- Provide executive oversight and strategic support to ensure Family Services remains aligned with broader organizational priorities. Partner with team members to support clarity of outcomes, process improvement, and incorporation of family voice into organizational learning and planning.

Organizational Leadership & Liaison Role: 10%

- Participate in Executive Leadership Team meetings and decisions that shape organization-wide strategy, culture, and operations.
- Serve as the SOSC liaison to the Board of Directors and Board Human Resource & Leadership Enhancement (HRLE) Committee.
- Represent SOSC in national-level communications as the HR liaison with Special Olympics International.

Team Leadership: 10%

- Empower and support People & Culture staff team through mentoring, collaboration, and shared problem-solving.
- Foster teamwork, creativity, and flexibility across the People & Culture team.
- Collaborate cross-functionally to ensure alignment, shared priorities, and smooth execution of Human Resource policies.
- Work alongside team members on complex or high-impact work, including employee relations matters, policy development, system implementation, and process improvement.
- Leverage the expertise and strengths of a skilled team, while providing support, coaching, and shared accountability.

Administration: 5%

- Assists in the submission of properly approved invoices to the Finance Department, ensuring compliance with appropriate contracts and adherence to budget guidelines.
- Oversee development of the annual Human Resources and Volunteer Services budget and monitor spending regularly to ensure adherence to budget guidelines.
- Process and track individual and direct reports' timecards, ensuring accuracy and adherence to payroll deadlines.

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Administration: cont.

- Review, validate, and process individual and direct reports' expense reports for mileage, credit card expenses, and reimbursable expenses, ensuring compliance with organizational policies, proper documentation, and appropriate approvals.

ESSENTIAL RESPONSIBILITIES: This position operates at a senior leadership level, carrying a high degree of decision-making authority within the department and across the organization. The incumbent collaborates closely with SOSC Executive Leadership Team and their direct reports to shape and implement cross-departmental strategies, advises leadership on organization-wide decisions, and actively participates in high-level planning initiatives. This role involves managing and maintaining access to executive-level confidential information, as well as serving as a representative of SOSC in public and external settings. The position also holds authority over key decisions related to marketing, branding, and communications, and is responsible for supervising salaried employees, vendors, and may lead special project teams, and leadership volunteers.

QUALIFICATIONS: To perform this position successfully, an individual must be able to carry out all essential duties and responsibilities effectively, with or without reasonable accommodation. The qualifications listed below represent the knowledge, skills, abilities, and competencies required to perform the role at a satisfactory level. This position may be required to occasionally lift or carry objects weighing up to 24 pounds. Reasonable accommodations will be made for qualified individuals with disabilities to enable them to perform the essential functions of the position, in accordance with the Americans with Disabilities Act (ADA) and the California Fair Employment and Housing Act (FEHA).

WORK ENVIRONMENT: This position is primarily based at the assigned Special Olympics Southern California (SOSC) office noted above, where the typical noise level is moderate. The role involves regular driving and travel within the designated and surrounding counties. The employee may be asked to operate SOSC vehicles, rental cars, and/or event vehicles, with or without reasonable accommodation if applicable.

EDUCATION AND EXPERIENCE:

- Bachelor's degree required; advanced degree preferred.
- Minimum 15 years of professional experience in Human Resources or people operations, with at least 5 years in a leadership role.
- Demonstrated experience scaling people systems in mission-driven organizations.
- Deep understanding of fundamental HR concepts, practices, and procedures, and the ability to apply them effectively to achieve organizational goals.
- Demonstrated expertise in California labor and employment law, wage and hour compliance, and leave administration.
- Experience in nonprofit, sports, education, or human services environments preferred.
- Paid or volunteer experience working with individuals with disabilities preferred.
- Supervisory experience with professional-level staff, with demonstrated executive-level strategic thinking and decision-making abilities.
- Experience leading and/or supporting volunteer management programs is preferred.

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SKILLS AND ABILITIES:

- Demonstrated ability to lead strategically while engaging directly in day-to-day work.
- Exceptional oral and written communication skills, with strong interpersonal abilities to build relationships, influence decision-making, and provide expert-level guidance to senior leadership.
- Proven ability to maintain the highest level of confidentiality and handle sensitive, executive-level information with discretion and integrity.
- Strong leadership and people management skills, with the ability to motivate, develop, and lead high-performing teams.
- Demonstrated success in designing and implementing HR strategies that support organizational growth and mission delivery.
- Experience with HR technology platforms and workforce analytics tools.
- Clear, approachable communicator and relationship builder.
- Sound judgment, discretion, and integrity.
- Deep commitment to inclusion, equity, and belonging.
- Proficiency in Microsoft Office and HRIS systems (ADP preferred). Skilled at balancing competing priorities and communicating clearly and concisely.
- Strong collaborator with a team-first, solutions-oriented mindset.
- Strong internal customer service skills.
- Must successfully complete a professional reference check and background screening, including a Motor Vehicle Record (MVR) review.
- Must possess and maintain a valid California driver's license and meet the minimum state-required automobile insurance coverage.
- The ability to travel throughout the assigned geographic areas, including occasional evenings and weekends, is an essential function of this position.
- If a condition prevents driving, the organization will engage in the interactive process to explore reasonable accommodations.

Note: *This job description outlines the general responsibilities and requirements of the position and is not an exhaustive list.*

APPLY: Our team carefully reviews all resumes submitted for open positions. Due to the high volume of applications we receive, only candidates selected for an interview will be contacted. To apply, please email your resume and cover letter to hr@sosc.org.