

GoodCitizen

The Susan Thompson Buffett Foundation
Deputy Director of Employee Experience
Location: Omaha, NE or Remote

About The Susan Buffett Foundation

The Susan Thompson Buffett Foundation (STBF) is a private grant-making foundation with a U.S. home office in Omaha, NE and a global home office in Kigali, Rwanda. The Foundation's staff is comprised of almost 90 individuals across two continents. With annual spending in excess of \$1 billion, STBF is one of the largest private foundations in the U.S.

The Foundation is unusual for donors of such size as they have only two main areas of grantmaking: (1) supporting efforts to reduce unintended pregnancy and ensure access to safe abortion for women in the U.S. and around the world and (2) to enable low-income students in Nebraska to attend and succeed in college. Unlike most foundations, STBF will not exist in perpetuity. After Mr. Buffett passes away (he is currently 94 years old), the Foundation's grantmaking will grow substantially, then eventually sunset after approximately 10-15 years.

Operations Unit Summary

The Operations unit manages the key components that drive organizational effectiveness, focusing on Business Operations, HR Operations, IT Operations, Global Operations, and Culture and Inclusion. Operations ensures seamless integration of, and alignment with the Foundation's mission and values. This unit is responsible for implementing best practices, driving efficiency, and fostering collaboration across the Foundation.

The Opportunity

Reporting to the Director of Employee Experience, Culture and Inclusion, the Deputy Director of Employee Experience will play a critical role in fostering a positive, inclusive, and engaging work environment by managing key aspects of the employee lifecycle. This role will focus on employee relations, employee training and development, performance management, manager support, employee recognition programs and cross Foundation events. The Deputy Director will work closely with leadership to ensure that the ECI strategy related to HR policies, programs, and processes align with the foundation's values and promote professional growth, collaboration, and employee recognition.

Key Responsibilities

Employee Training & Development

- Develop and implement comprehensive training and development programs to support employee growth across all levels of the foundation.
- Provide tailored coaching and training programs for managers to strengthen leadership capabilities, including conflict resolution, team management, and performance improvement.
- Ensure all training programs reflect the foundation's values and foster an inclusive culture.

Manager Support & Coaching

- Act as a key resource to managers, offering guidance on leadership best practices, fostering a supportive and inclusive team culture, and addressing employee-related issues.
- Provide coaching to managers on improving team dynamics, managing employee performance, and maintaining a positive and productive work environment.

Employee Relations

- Serve as a trusted advisor and mediator in employee relations matters, addressing concerns and resolving conflicts in a fair and consistent manner.
- Ensure that employee concerns are handled with confidentiality, and ensure compliance with foundation policies and labor laws.
- Foster open communication and provide a platform for employees to raise concerns or suggest improvements.

Performance Management

- Oversee the performance management process, ensuring that goal-setting, performance evaluations, and feedback mechanisms are aligned with the foundation's mission and objectives.
- Facilitate regular performance reviews and coach managers on giving constructive feedback and supporting employee development.
- Continuously assess and improve the performance management system to ensure it promotes accountability and growth.

Policy Guidance & Handbook Management

- Ensure that policies are consistently applied and regularly updated to reflect legal requirements and best practices.
- Maintain and update the employee handbook to ensure that all staff are informed of the foundation's policies, expectations, and culture.
- Provide ongoing support and clarification of policies to staff and managers, ensuring equitable application across the organization.

Cross-Foundation Events

- Plan and execute foundation-wide events designed to enhance collaboration,

cultural awareness, and community-building among employees.

- Organize activities that strengthen the foundation's sense of unity, diversity, and inclusion across teams and departments.
- Collaborate with leadership and teams to ensure that events reflect the foundation's mission and values.

Employee Recognition Programs

- Design and implement employee recognition and appreciation programs that highlight contributions, innovation, and dedication to the foundation's goals.
- Manage regular recognition initiatives such as awards programs, peer recognition platforms, and public celebrations of achievements.
- Ensure that recognition programs are inclusive and reflect the diverse contributions of all employees.

Leadership and Team Collaboration

- Work closely with the Director of Experience, Culture, and Inclusion to align employee experience initiatives with the foundation's overall culture and strategic objectives.
- Collaborate with department leaders to implement initiatives that promote a positive and inclusive workplace.
- Support and mentor other team members within the ECI division, providing guidance and feedback.

**These responsibilities may change or expand over time consistent with the Foundation's needs and initiatives.*

Background and Experience

- Experience working in a distributed, global, matrix environment – preferred.
- Experience working in philanthropy or family foundation environment - preferred.
- Bachelor's degree in human resources, organizational development, or related field (or equivalent years of experience).
- 7+ years of experience in human resources or employee experience roles, with a strong focus on employee relations, training, performance management, and employee engagement.
- Demonstrated experience in developing and managing employee training programs and leadership development initiatives.
- Strong knowledge of performance management systems, including setting objectives, conducting evaluations, and giving feedback.
- Experience with employee relations, conflict resolution, and policy management.
- Excellent communication and interpersonal skills, with the ability to engage with employees at all levels of the organization.
- Proven ability to manage multiple projects and initiatives simultaneously in a fast-paced environment.

- Strong problem-solving and decision-making skills.
- Passion for creating an inclusive, supportive, and high-performing workplace.

Attributes for Success

- Leadership and team management
- Employee relations and conflict resolution
- Performance management
- Excellent communication and interpersonal skills
- Strategic thinking and problem-solving
- Strong attention to detail and organizational skills
- Cultural awareness and inclusivity

Shared Values

- A genuine understanding of, and appreciation for, the significance of our values: Mission, Respect for Donor Intent, Appetite for Risk and Tolerance for Failure, Diversity, Equity, and Inclusion, Humility, Passion Tempered by Objectivity and Evidence, Compassion and Love of Humanity, Honesty and Integrity, Kindness and Respect, and Shared Accountability.
- An alignment with the Foundation's progressive values, including unambiguous support for individual reproductive freedom.

Location

This position is based in U.S. with preference for Central or Eastern Time Zone. The selected candidate may work from the Omaha, NE office and/or remotely. The selected candidate will travel 30% to Omaha, NE and Kigali, Rwanda.

Benefits and Compensation

Starting salary for this role is \$210,000. Compensation is determined by a variety of factors including candidate's individual qualifications, experience relative to the requirements of the role, and internal equity. STBF offers a robust and generous benefits package.

Inclusion Statement

We are committed to creating a workplace where employees thrive both personally and professionally. This includes not only creating a diverse team where everyone feels represented, respected, and included, but also embedding these values across our work and practices. All applicants who are drawn to serve our mission will enjoy equality of opportunity and fair treatment without regard to race, color, age, religion,

pregnancy, sex, sexual orientation, disability, gender identity, gender expression, national origin, genetic information, veteran status, marital status, and prior protected activity.

To Be Considered

Please submit your resume and cover letter expressing your interest in the position and fit for the role via the "[Become a Candidate](#)" button. Letters may be addressed to Cody McCarthy.

Applicants applying by March 10th, 2025, will be given priority consideration, with the position open until filled.

GoodCitizen has been exclusively retained by The Susan T. Buffett Foundation to lead this search. For questions, please contact:

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