

GoodCitizen

The Susan Thompson Buffett Foundation
Director, Employee Experience, Culture, and Inclusion
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

The Director of Employee Experience, Culture, and Inclusion is responsible for fostering a culture centered on equity and inclusion that permeates all systems and structures within the Foundation. The Director will develop and implement initiatives that promote a positive organizational culture and enhance employee engagement.

This role is the first of its kind to exist in the Foundation. Reporting to the Chief Operations Officer, they will lead the Foundation's efforts to create an inclusive and supportive work environment where all employees feel valued and empowered to contribute to the Foundation's mission. This role will build and provide leadership and strategy oversight of the Employee Experience, Culture and Inclusion Team - driving diversity, equity, and inclusion efforts, employee relations, learning and development, manager support, policy guidance, performance processes, and building an environmental framework that is inclusive and supportive. The Director

will be responsible for ensuring a cohesive culture across the organization, regularly reporting on progress to executive leadership in these areas.

Key Responsibilities

The Director's specific areas of responsibility include, but are not limited to:

Culture and Inclusion

The Director will lead the development and execution of the Foundation's diversity, culture and inclusion strategy, ensuring alignment with the organization's goals and values. This role will serve as a trusted leader and thought partner to the current part-time DEI Strategy Lead.

- Operationalizing Culture Agreements: Work with leadership and teams to operationalize the Foundation's culture agreements, embedding these principles into everyday practices and ensuring they are reflected in policies, processes, and behaviors.
- Inclusive Culture: Promote a culture of inclusion, where all employees, regardless of background or geography, feel a sense of belonging, value, and respect.
- DEI Programs and Initiatives: Design and deliver initiatives that enhance diversity and equity across the Foundation, including recruitment strategies, leadership development programs, and employee resource groups.
- Measurement & Reporting: Track key metrics on experience, culture, inclusion and belonging efforts and report regularly to the COO on progress, challenges, and outcomes.

Employee Experience:

The Director will serve as a trusted leader and thought partner to the Deputy Director of Employee Experience, whose remit includes:

- Employee Training: Development and implementation of comprehensive employee training programs, including manager support and coaching, to ensure professional growth across all levels of the organization.
- Employee Relations: Addressing concerns, mediating conflicts, and ensuring fair and consistent application of policies.
- Performance Management: Oversee performance management processes, including goal setting, performance reviews, and ongoing feedback mechanisms.
- Policy Guidance & Handbook Management: Ensure that HR policies are up-to-date, equitable, and clearly communicated across the organization. Maintain and update the employee handbook to reflect changes in legal requirements, foundation policies, and best practices.
- Cross-Foundation Events: Plan and execute events that promote cross-team collaboration, cultural awareness, and community-building across the

foundation.

- Employee Recognition Programs: Develop and manage employee recognition and appreciation programs to highlight and reward achievements, innovation, and commitment to the Foundation's values.
- Professional Development: Support the growth and development of the team through regular feedback, coaching, and career development plans.

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

Ideal Candidate

The ideal candidate is a visionary and empathetic leader with deep expertise in diversity, equity, inclusion, and belonging strategies, coupled with a proven track record of cultivating inclusive organizational cultures across global contexts. They bring a nuanced understanding of operationalizing cultural values within complex, geographically diverse organizations and demonstrate the ability to translate strategic goals into actionable initiatives that resonate across varied cultural and regional landscapes. This leader is skilled at fostering environments where employees from diverse backgrounds feel valued, respected, and connected, regardless of location. They have hands-on experience designing and implementing impactful DEI programs that address the unique challenges and opportunities of global organizations. Adept at metrics-driven decision-making, the ideal candidate possesses the ability to measure and communicate progress on culture, inclusion, and belonging while navigating challenges with grace and creativity.

In addition, the candidate is a seasoned professional with expertise in employee engagement and organizational development in an international context. They are skilled at building trust with senior leaders and staff across multiple geographies, offering thoughtful guidance on employee training, performance management, and professional growth that accommodates regional differences and priorities. They bring exceptional communication skills and a collaborative approach to resolving complex employee relations issues and ensuring policies align with the organization's global values. With a passion for fostering professional development and community, this leader understands the importance of creating a cohesive and inspired workforce, leveraging employee recognition, and cross-functional initiatives to drive engagement and connection across borders. The ideal candidate exemplifies the values of the Foundation and is deeply committed to advancing its mission through culture, inclusion, and a globally inclusive employee experience.

Background and Experience

- The successful candidate will be a business-savvy people leader and culture champion with strong understanding of DEI, HR, and culture transformation best practices in globally dispersed organizations of comparable scale and complexity.
- Ideally a background with experience and expertise at the intersection of

human resources, employee engagement, and DEI.

- Passion for diversity, equity, and inclusion, with demonstrated commitment to fostering a culture of belonging in a global organization.
- Strong understanding of employee relations, training and development, and performance management.
- Experience working cross-functionally with leadership teams and influencing organizational culture at all levels.
- Strong leadership, mentoring, and coaching skills with the ability to inspire and develop teams.
- Excellent communication, interpersonal, and conflict-resolution skills.
- Ability to handle sensitive and confidential information with professionalism and discretion.
- Familiarity with HR policies and employment best practices.

Education and Expertise

- 10+ years of experience in DEI, HR or related organizational development roles, with at least 6 years in a people leadership capacity.
- Demonstrated experience developing and leading DEI strategies and initiatives (working in a Family Foundation or philanthropic environment is preferred).
- Bachelor's degree in human resources, organizational development, or related field (Master's degree would be helpful).

Attributes for Success

- **Cultural Agility:** Leverages multiple cultural frameworks, values, and norms; Adapts style to be effective across cultures; Recognizes and addresses one's privileges, biases, and cultural preferences; Commits to continuous learning and improvement in diversity, inclusion, and cultural competence; Seeks and utilizes feedback from diverse sources.
- **Strong DEI Acumen:** Experience leading the work in a global philanthropy context preferred.
- **Team Leadership:** Lead and mentor a diverse team, providing clear direction, setting measurable goals, and ensuring that staff have access to professional development opportunities.
- **Relationship Management:** Demonstrated ability to build strong partnerships internally and externally. Ability to influence leaders within their specific scope, even without direct authority to make change.
- **Strategic Mindset:** Demonstrates strong strategic agility and critical thinking. They can see the bigger picture and align initiatives with the organization's long-term goals, ensuring changes are mission-aligned and beneficial.
- **Adaptability:** They demonstrate flexibility in the face of change, understanding that evolving circumstances may require adjustments in strategy and execution; Comfortable with the ambiguity that comes with a growing, changing environment.
- **Change management:** Develops systems and procedures to effectively and

transparently implement change and continuous improvement at a manageable pace. Leads by example, inspiring confidence and motivation in those affected by the change.

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 \$270,000. 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 Martens Roc.

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

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

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