



Job Title: Vice President, People & Culture

Reports To: Chief Executive Officer

FLSA Status: Exempt

Last Update : April 2026

Position Summary

As a member of the Executive Leadership Team, the VP of People & Culture is a high-impact executive role designed to be a center of excellence for the team and build "Organizational Glue" for Gleaners. This leader serves our 125-person staff, ensuring that our culture, systems, and internal communications are perfectly tuned to achieve our mission.

Essential Functions

People, Culture & Performance

- Lead engagement initiatives that boost morale and foster a sense of belonging for our 125+ team members across 4 campuses.
- Design and oversee a modern performance review and feedback system that prioritizes growth, compassionate candor, and clear accountability.
- Supervise the administration of comprehensive benefits and compensation packages, ensuring Gleaners is a top-tier employer in the region.
- Engineer the recruiting process to efficiently attract high quality candidates across all levels.
- Design and oversee a comprehensive onboarding experience that immerses new hires in Gleaners' mission, culture, team, and service delivery model.
- Design and oversee a structured staff development program that provides employees with both job and management development training to strengthen their professional skills for the good of Gleaners.
- Oversee Human Resources processes to develop and execute on a technology roadmap that leverages technology to streamline these processes to improve the experience for new hires and employees.

Internal Communications, IT & Engagement

- Develop and execute an internal communication strategy that eliminates silos. Ensure every employee is informed and aligned with organizational goals.
- Partner with the Executive Leadership Team to ensure a consistent, inspiring leadership voice.
- Accountable for the supervision and performance of the Information Technology team, ensuring technology systems are secure, scalable, always available with appropriate redundancy, and aligned with organizational goals.

Organizational Risk & Office Management

- Facilitate the Gleaners safety committee including programs and compliance to protect internal and external stakeholders.
- Maintain and continuously update the organization-wide Risk Assessment, including the IT Risk Assessment, with input from the SLT and present the results to the Governance Committee of the Board of Directors annually.
- Partner with the ELT and Board of Directors on crisis continuity planning.
- Supervise office coordination to ensure the facility operates seamlessly, providing a workspace that fosters collaboration and professional pride as well as hospitable experiences for guests.

Integration & Strategy

- Act as a strategic filter for new initiatives taking into consideration current staff capacity and budget, ensuring the team remains focused on the high priority goals of the organization.
- Maintain and monitor Gleaners' scorecard, tracking the high-level metrics that define success for the staff, operations and community impact.
- Provide direct support for the HR and Governance Committees of the Board of Directors.

Other responsibilities

- Promote a positive work environment where team members feel empowered, engaged, and connected to Gleaners' mission and strategic plan.
- Demonstrate and support the Gleaners' mission, vision and values throughout all professional responsibilities and activities.
- Foster a culture of professionalism, team cohesion and accountability.
- Support open and transparent communication.
- Other duties as assigned.

Education/Experience

- 10+ years of senior leadership experience in a similar organization (100+ employees) with human resources, organizational development, administrative operations (including IT and internal communications) and customer service.
- Demonstrated experience with organizational safety and risk management programs.
- Experience working in nonprofit organizations or mission-driven environments is a plus.
- Mastery of compassionate candor, employee engagement, conflict resolution, and systems thinking.
- Comprehensive understanding of Human Resources principles, including strategic planning, organizational development, and workforce planning.
- Strong expertise in Employee Relations, including conflict resolution, performance management, and fostering a culture of inclusiveness.
- Bachelor's degree in human resources, business administration, or related field required; advanced degree or certification (e.g., SHRM-CP, PHR) preferred.

Required Skills/Abilities

- High energy and passion for the Gleaners mission, along with clear personal and professional alignment with the organization's vision, values, and work.
- Strong sense of urgency and demonstrated initiative
- Ability to place the needs of the organization first
- Ability to quickly pivot in accordance with the needs of the organization

- Demonstrated ability to think critically with strong results orientation
- Demonstrated analytical skills, judgement, and adaptability to various settings
- Excellent communication, persuasion, and negotiating skills, both written and oral
- Ability to relate to, influence, and engage a wide range of stakeholders

Technology Skills/Abilities

- Proficient in Microsoft Office 365; specifically, employees are required to use Outlook as well as Excel, Word, Power Point and Publisher as they are regularly used to perform the duties of this job.
- Familiarity with virtual meeting platforms (Teams, Zoom, etc.)

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Gleaners Community Food Bank is an Equal Opportunity Employer.

Gleaners Community Food Bank of Southeastern Michigan is committed to a diverse, equitable and inclusive environment where all team members, volunteers, leaders, board members, and guests feel respected and valued regardless of gender, age, race, ethnicity, national origin, sexual orientation, disability, education, or any other identity.

We are committed to being nondiscriminatory and providing equal opportunities for employment, volunteering, and advancement in all areas of our work.

We respect the value that diverse life experiences bring to our team, leadership, and board. We are committed to modeling diversity, equity, and inclusion and maintaining fair and equal treatment for all.

Acknowledgement

This job description does not list all duties of the job. Employees may be asked by management to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.

Employee Signature: _____

Date: _____