

JOB DESCRIPTION

Director of People and Culture

FLSA Classification: Exempt
Position Type: Full-time
Reports to: General Counsel
Department: Human Resources
Job Location: Denver, CO

ABOUT STACK INFRASTRUCTURE

At STACK, our goal is simple: To solve the biggest challenges of scale for the world's most innovative companies.

Our mission is clear: To provide a relentlessly client-centric and transparent experience to the companies we serve.

It's a technical challenge as we continue to plan, build and operate the largest, most adaptable data centers in the geographic areas where our clients want to be.

It's an intellectual challenge as we stay one step ahead of demand and provide a vision for future growth.

And it's a human challenge as we anticipate client needs and proactively adapt to give them a seamless end-to-end experience.

Our commitment to our people is paramount: Make STACK a destination of choice for talented individuals looking for a fun, fast-paced and challenging environment in which to grow, develop and thrive.

We're building digital infrastructure to support growth, innovation, and transformation. And we need exceptional people to join us. Will that be you?

The world runs on data. And data runs on STACK.

JOB DESCRIPTION

Summary/Objective

WE NEED YOU to help put the FUN into STACK! Come be a part of something special. This is a great opportunity for you to be the main architect in building STACK's HR department and STACK's culture from the ground up!



We are looking for a Director of People and Culture to be the primary HR representative for our people and our company and to take a leading role in shaping the culture at STACK into a fun, diverse and enriching experience for all employees. The Director of People and Culture will be the point person for all aspects of HR, including culture and diversity development, recruiting and talent acquisition, employee engagement, compensation, performance evaluation and training. The Director of People and Culture also will assist the General Counsel in ensuring that the company remains compliant with all employment related state and Federal laws and regulations applicable to STACK and our employees.

Essential Functions

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

STACK's Director of People and Culture will play a major role in helping the company develop and maintain a unique, fun, creative and enriching work experience for our employees. You will work side-by-side with STACK's Senior Leadership Team in formulating and implementing HR-related strategies and initiatives. Responsibilities include:

Daily Responsibilities:

- Making STACK a fun place to work!
- Engaging with all STACK employees regarding culture, diversity initiatives, career development, other company initiatives, benefits and company policies
- Vetting, sourcing and serving as primary point of contact for benefits and payroll vendors/administrators (e.g., TriNet)
- Maintaining company systems with current data on employment related matters

Recruitment/Onboarding:

- Developing and driving STACK's diversity initiatives
- Leading STACK's recruitment efforts
- Pre-screening candidates and facilitating the interview process
- Leading the onboarding process for new employees, including;
 - Being STACK's primary culture ambassador for new employees, and facilitating the introduction of new employees to STACK culture and people
 - Background screening
 - Overseeing the completion of compensation and benefit documentation
 - Serving as a point person for all new employee questions

Payroll and Benefits Administration

- Working with the company's third-party payroll and benefits administrator
- Addressing payroll questions and facilitating resolutions to any payroll errors
- Acting as the company's primary liaison for employees on benefits matters

Competencies

- Creativity and independent thinking
- Experience developing and scaling an HR team at a rapidly growing company
- Experience with being the face of HR, representing policies and practices to managers and employees across the organization



- Understanding and developing STACK's employee benefit plans such as medical insurance, 401K, PTO plans, etc.
- Strong communication abilities with demonstrated experience influencing and collaborating cross-functionally
- Experience with vetting, sourcing and engaging with TriNet/ADP/Workforce Now or similar HRIS
- Ability to handle multiple priorities simultaneously and navigate in a rapidly changing environment

Supervisory Responsibilities (if applicable)

Not applicable at this time, but this could change as the company grows.

Work Environment/Conditions

General office conditions

Travel Required

Some travel required

Required Education and Experience

- Bachelor's Degree or equivalent work training and experience

Additional Eligibility Requirements

- Must be willing to work outside normal business hours, including weekends, late nights, holidays, and on-call support.
- Must be comfortable working in a fast paced environment with shifting priorities

Work Authorization/Security Clearance Requirements

None.

STACK is an Equal Opportunity Employer

STACK provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.