

# Maureen Middleton, SPHR

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## SUMMARY

Strategic Human Resources Executive with 20+ years of experience advising CEOs and senior leaders in nonprofit, education, and mission-driven organizations. Expertise in organizational transformation, executive coaching, and workforce strategy. Trusted advisor during periods of growth, merger, and leadership transitions, with deep experience across the full employee lifecycle. Known for building strong, values-aligned workplace cultures and leading with a justice, equity, diversity, and inclusion lens.

## EMPLOYMENT HISTORY

### Senior Human Resources Business Partner

**Tides**, remote, September 2019 – present

- Serve as HR Business Partner within a Model A fiscal sponsorship structure, supporting a portfolio of 20+ social justice nonprofits (~200 employees across the US) in a matrixed services environment.
- Advise and coach Executive Directors and senior leaders on organizational design, leadership transitions, workforce planning, employee relations, and investigations.
- Serve as a trusted HR advisor to leaders and employees across 20+ organizations, supporting diverse workforces and a broad range of people and organizational challenges.
- Experienced advisor to Boards of Directors on executive transitions, risk mitigation and multi-state HR compliance.
- Primary HR Compliance Contact. Responsible for drafting and implementing policies: Visa tracking (H1-B, J-1, Greencard application), DOJ compliance, Child Safeguarding, and Volunteer Tracking.
- Subject matter expert on cross-functional initiatives including organizational transformation, L&D deployment, Salesforce integration, and onboarding new partners.
- Designed and delivered HR and leadership trainings for internal teams and nonprofit partners, strengthening compliance, management capability, and workplace culture.
- Partnered with IT and payroll to build systems compliant with government grants in order to onboard ~30 AmeriCorps Fellows.

### Senior Human Resources Business Partner

**California College of the Arts**, San Francisco & Oakland, CA January 2019 – September 2019 (LOA Coverage)

- Resolved complex employee relations matters, including Title IX issues, while effectively mitigating risk to the college.
- Thought partner and coach to people managers around hiring, performance management, and compensation across 10 departments ~150 non-faculty staff.
- Managed full-cycle data changes, recruiting and performance management with Workday HRIS.

### HR Consultant

**MoKell Consulting**, San Francisco & Oakland, CA July 2003 – present

Provide HR advisory services to nonprofits and small businesses on employee relations, performance management, compliance, and leadership coaching. Support early-career professionals with resume development and career navigation.

### **National Senior Director of HR & Talent**

**Summer Search**, San Francisco, CA September 2015 – January 2018

- Responsible for National HR strategy for a \$19M youth development nonprofit with 150 employees across 7 offices, in 5 states. Part of the leadership team. Led IT, Facilities and HR teams.
- Provided strategic HR partnership to 7 regional EDs and National Team. Led executives, managers, and staff through merger of three sites.
- Co-led the Diversity & Inclusion team with the CEO, comprising 17 staff representing each office.
- Converted to a partially self-funded plan resulting in savings of ~\$122K.

### **Human Resources Manager/Certification Program Manager**

**Northern California Human Resources Association**, San Francisco, CA, December 2014 – August 2015

501c(6) Membership organization for Human Resources Professionals

- HR for the HR Association - job descriptions, policy manual update, performance management.
- Oversaw the PHR/SPHR and SHRM-CP/SCP HR Certification Preparation Classes serving approximately 200 students annually.
- Oversaw 10 independent contractors in 15 locations throughout the SF Bay Area.
- Served on the leadership team for HR West 2015 conference (90 concurrent sessions, event footprint of 1,000. Co-managed a volunteer team of approximately 60.)

### **Human Resources Manager**

**Low Income Investment Fund**, San Francisco, CA, January 2012 – December 2014

- Led HR and talent acquisition for a \$200M National Community Development Financial Institution with 125 employees in 3 offices across 3 states. Reported to CFO.
- Provided strategic counsel and coaching on succession planning, retention, and compensation.
- Negotiated cost savings for employee benefits. Led conversion of 401(K) providers.

### **Human Resources Manager**

**CirclePoint**, San Francisco, CA 2003-2011

- Led all HR, Operations and Facilities for 5 Offices nationwide and 3 Project Offices. Reported to the CEO.
- Grew employee count by 50%. Implemented an internship program as a pipeline. Spearheaded the integration of the new team after acquisition.
- Developed and implemented an Affirmative Action Plan, EEOC-1 reporting and applicant tracking system to ensure compliance with Federal Funding.

## **EDUCATION & CERTIFICATIONS**

- BA Communications, UCSD, San Diego, CA
- HRCI - SPHR (Sr Professional in HR) & SHRM – SHRM-SCP (SHRM-Sr Certified Professional)

## **TECHNOLOGY**

- ADP Workforce Now, Workday, Salesforce, Absorb LMS, Culture Amp, Success Factors, HR analytics

## **PROFESSIONAL AFFILIATIONS & AWARDS**

- Society for HR Management (SHRM)
- Speaker, HRWest 2020 – *Internal Communications in Times of Change*.
- Summer Search: One of the *Best Non-Profit to Work For* 2015, 2016 (Nonprofit Times)
- CirclePoint: One of the *200 Fastest Growing A/E/P & Environmental Consulting Firms* 2008-2009 (Zweig White)