

Maureen Middleton, SPHR

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SUMMARY

Senior Human Resources Professional with 15+ years of experience in private and nonprofit sectors including organizations at various stages of the organization lifecycle. Expertise with full employee lifecycle, executive coaching / leadership development, coaching new managers, employee relations, investigations, and change management. Strengths in building strong relationships across all levels of an organization – in person and remotely.

Core competencies in:

Executive Coaching	Organizational Development	Justice, Equity, Diversity & Inclusion
Performance Management	HRIS: ADP & Workday	Recruiting
Compliance	Training & Development	Reporting: ED&I, EEO

EMPLOYMENT HISTORY

Senior Human Resources Manager

Tides, San Francisco, CA September 2019 – present

Serve as the HR Business Partner to a portfolio of 20+ social justice nonprofits (~200 employees) working across the country and around the globe.

- Focus areas include building Black health and wealth, artistic recovery post Covid in NYC, art & health, ending pandemics, reproductive justice, criminal justice reform, second chance hiring, Indigenous education / food sovereignty and mental health in schools among others.
- Provide strategic HR counsel to Executive Directors and staff: executive coaching, assist through leadership transitions, employee relations and general HR admin support using Salesforce.
- Member of the Stronger Together Fund Advisory Committee – deployed \$1.1M in grants to nonprofits affected by Covid-19.
- Delivered a variety of trainings: Management 101, co-led a training on CA AB5 (Independent Contractors). Spoke at HRWest20 - Internal Communications in Times of Change (3.11.2020).

Senior Human Resources Business Partner

California College of the Arts, San Francisco and Oakland, CA January 2019 – September 2019

Providing business partner support during a maternity leave for art college with graduate and undergrad degrees.

- Effectively resolved complex employee relations, minimizing risk to the college, including Title IX issues.
- Coached people managers at all levels across the organization, through performance management and difficult conversations.
- Managed full-cycle data changes, recruiting and performance management with Workday HRIS.

HR Consultant

MoKell Consulting, San Francisco and Oakland, CA July 2003 – present

Consulting services for a wide range of industries and business needs. www.mokell.org

- Mitigated risk for sensitive performance issues and terminations.
- Provided coaching and consultation to employees navigating leaves of absences, and compliance issues.
- Provide coaching to early career professionals on resume development and careerpathing.

National Senior Director of HR & Talent

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

Managed HR and Operations team for National 501c(3) Youth Development Nonprofit

- Developed and led management trainings, focusing on Management 101, developing performance management skills, giving feedback and basic compliance.

Summer Search Cont.

- Led executives, managers, and staff through merger of three sites.
- Co-led the Diversity & Inclusion team with the CEO, comprised of 17 staff representing each office.
- Managed and reported on data and analytics for D&I staff and recruiting.
- Managed all benefits including converting to a partially self-funded plan resulting in savings of ~\$122K.
- Managed HRIS conversion and implementation to ADP Workforce Now.

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

- Provided HR Consultation - job descriptions, policy manual update, performance management.
- Managed the PHR/SPHR and SHRM-CP/SCP Human Resource Certification Preparation Classes.
- Oversaw 10 independent contractors in 15 locations through-out the Bay Area.
- Part of team that ran HR West 2015: HR Conference with over 150 concurrent sessions.

Human Resources Manager

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

Most Senior HR Role, managing HR and talent acquisition for National Community Development Financial Institution

- Managed complex employee relations including investigations, performance management, and provided feedback and coaching for managers and staff.
- Provided strategic counsel and coaching on succession planning, retention, and compensation.
- Overhauled on-boarding process, minimizing ramp up time for new employees.
- Developed an incentive compensation program.
- Negotiated cost savings for employee benefits. Led conversion of 401(K) providers.

Human Resources Manager

CirclePoint, San Francisco, CA 2003-2011

Most Senior HR Role, managing all aspects of HR as well as operations and facilities for multiple offices. National Strategic Environmental Communications Firm, voted one of the *200 Fastest Growing A/E/P & Environmental Consulting Firms* by Zweig White 2008, 2009.

- Developed and led training programs for managers and staff.
- Grew company by 50% and managed integration of new team after acquisition.
- Implemented an internship program that reduced the cost of hiring entry-level employees.
- Managed all leaves of absences (FMLA, CFRA, PFL, Disability, Worker's Comp).
- Developed and implemented an Affirmative Action Plan including EEOC-1 reporting and applicant tracking.

EDUCATION & CERTIFICATIONS

- BA Communications, UCSD, San Diego, CA
- Senior Professional Human Resources (SPHR), SHRM-SCP, Society of Human Resource Management
- Continued Education/Training (*Courageous Leadership for Racial & Social Justice*, CA Institute of Integral Studies, 2017, *Compassion Cultivation*, Center for Compassion and Altruism Research and Education, Stanford Medical School, 2015), continued education to maintain SPHR, SHRM-SCP certifications

PROFESSIONAL AFFILIATIONS

- Society for HR Management (SHRM) & Northern California Human Resource Association (NCHRA)
- San Francisco Planning & Urban Research Association (SPUR)