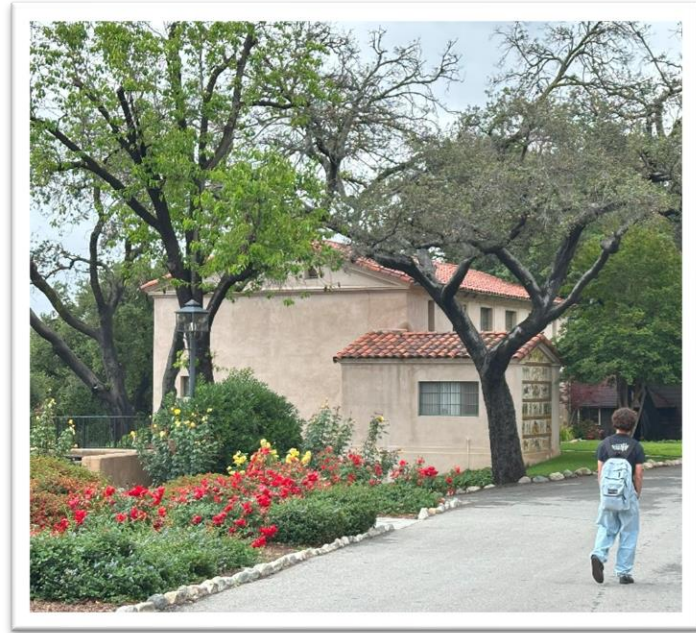




The Webb Schools
Director of Human Resources
Claremont, CA

Background

A 150-acre campus in the foothills of Claremont, California—on the front porch of Los Angeles and part of the Pacific Rim. A boarding and day high school (9-12) with a 100-year legacy of putting honor and moral courage above all else. A fully accredited museum of paleontology. A college placement record that includes 90% of each graduating class attending colleges and universities in the top 10% nationwide. A student body hailing from 10 states and 15 countries. A commitment to team sports, outdoor adventure, and participation in the arts. These attributes only begin to describe what makes Webb special. Founded



in 1922 in the tradition of the best boarding schools of the eastern United States, Webb also embraces the adventurous spirit of California, where it thrives. Webb is a vibrant community of unbounded thinkers pushing to solve problems and growing as leaders. The Webb network of students, families, faculty, staff, alumni, and board members unite around their love for the school and the way in which their experiences at Webb have changed them for the better.

At the heart of this thriving institution is a dedicated faculty and staff of about 250 professionals whose talent and commitment bring Webb's mission to life each day. The Human Resources function is essential to sustaining and advancing this community by supporting employees through recruitment, professional growth, recognition, and organizational effectiveness. Building on a foundation of strong relationships and recent progress in HR systems and culture,



Webb now seeks a Director of Human Resources to partner with senior leadership and the entire community in shaping an exceptional employee experience. This leader will ensure that Webb remains not only a place where students thrive, but also a workplace where faculty and staff are supported, valued, and empowered to do their best work.

The Webb Schools at a Glance

Mission

The mission of The Webb Schools is centered around four pillars, inspiring and nurturing students to: think boldly, mindfully, and creatively; act with honor and moral courage; lead with distinction; and serve with a generous spirit.

Facts and Figures

Founded: 1922

2025–26 schoolwide enrollment: 404

Students self-identifying as students of color: 84%

Total number of school employees: 250

Number of full-time faculty: 68

Percent of faculty with advanced degrees: 93%

Average tenure of faculty: 7 years

Campus size: 150 acres

2025–26 tuition:

Boarding: \$84,070

Day: \$59,790

Financial Aid: \$7M to 32% of students

Total Funds Raised, 2024–25: \$5.68M

Parent Participation in Giving: 58%

On the Web: <https://www.webb.org/>



Opportunities and Challenges

The next Director of Human Resources will arrive at Webb during an exciting period of renewal and change. With a relatively new Head of Schools and several recently appointed senior leaders, Webb is redefining systems and practices to meet the needs of a dynamic, mission-driven community. The Director will have the opportunity to build upon a strong foundation of trust and approachability established by the current HR team, while elevating the function to a more strategic level. There is a clear opening for this leader to shape Webb's HR vision for the future by continuing to modernize policies and practices, strengthen recruitment and onboarding, and advance professional development programs that help employees flourish.

At the same time, Webb presents challenges that will require thoughtful leadership and collaboration. Faculty and staff bring diverse roles, schedules, and expectations, creating a need for equitable systems that foster belonging and transparency across groups. Employees have voiced particular interest in enhanced communication around benefits, salary structures, and promotion pathways, as well as expanded support for wellness, work-life balance, and staff recognition. Additionally, the HR office must balance high-touch, relationship-centered service with the operational demands of payroll, compliance, and systems management. The new Director will need to be both a strategic partner and a hands-on practitioner able to set vision while rolling up their sleeves to ensure that HR continues to be a trusted, responsive, and future-focused resource for the entire Webb community.



The Position: Director of Human Resources

The Director of Human Resources reports to the Chief Financial Officer and plays a vital role in fostering a positive, equitable, and forward-looking workplace culture at Webb. Overseeing all aspects of human resources, this leader will manage recruitment, onboarding, employee relations, benefits, compliance, and professional growth initiatives. The Director will partner closely with the Head of School, CFO, senior administrators, and managers across the school to ensure that HR practices are effective, transparent, and aligned with Webb's mission. With both strategic vision and day-to-day execution, the Director will be a trusted resource and advocate for faculty and staff while supporting the operational needs of the institution.

Key Responsibilities

Strategic Leadership

- Partner with the CFO and school leaders to shape HR strategies that advance Webb's mission, values, and goals.
- Serve as a thought partner on workforce planning, organizational design, and talent priorities.



Recruitment and Retention

- Lead inclusive hiring and onboarding processes that attract and retain a diverse, high-caliber workforce.
- Strengthen employee engagement and recognition to support morale and belonging.

Employee Relations and Culture

- Build trust with faculty and staff; provide guidance on employee relations, performance management, and conflict resolution.
- Promote a culture of respect, collaboration, and accountability.

Professional Growth

- Partner with leaders to expand professional learning opportunities for staff and faculty.
- Develop training and resources that build leadership and management capacity.

Compensation, Benefits, and Compliance

- Oversee equitable compensation and benefits programs, ensuring fiscal responsibility and market competitiveness.
- Ensure compliance with employment laws, independent school standards, and Webb policies.



HR Operations and Systems

- Manage HR systems, data, and records with accuracy, confidentiality, and efficiency.
- Review and refine policies and processes to improve organizational effectiveness and employee experience.

Collaboration and Partnership

- Work closely with the Business Office on payroll, benefits, and compliance.
- Partner across departments to advance culture and community initiatives and strengthen communication throughout the community.

Desired Qualifications and Qualities

Education, Experience, and Skills

- Bachelor's degree in human resources, business administration, organizational development, or a related field; advanced degree or HR certification (e.g., SHRM-CP/SCP, PHR/SPHR) preferred.
- Significant (7–10+ years) progressive HR leadership experience, ideally in California with at least some experience in education, nonprofit, or mission-driven environments.
- Demonstrated expertise in employee relations, performance management, recruitment, and organizational development.
- Strong knowledge of CA employment law, compliance requirements, and HR best practices.
- Experience designing and implementing equitable compensation and benefits programs.
- Proven ability to build trusting relationships and work collaboratively across all levels of an organization.
- Excellent communication, facilitation, and conflict-resolution skills; able to foster a culture of respect, inclusion, and accountability.
- Comfort with HR information systems and data management; ability to streamline processes and ensure confidentiality and accuracy.
- The ability to think strategically and the judgment and flexibility to balance big-picture priorities with day-to-day operational needs.
- A high degree of professionalism, discretion, and integrity.



Personal Characteristics

- Warm, approachable, and relationship-centered; able to connect authentically with people across roles and backgrounds.
- A trusted listener and confidante who inspires confidence and fosters openness.
- Culturally responsive and attuned to issues of equity, inclusion, and belonging.
- Collaborative by nature, with a team-oriented spirit and a generosity of perspective.
- Calm, steady, and solutions-focused when navigating conflict or organizational change.
- Discreet and diplomatic, balancing transparency with respect for confidentiality.
- Naturally curious and eager to learn from others while also bringing clarity and guidance.
- Energized by Webb's mission and community life, with a genuine care for the well-being of faculty and staff.



Key Competencies

Instills Trust Gaining the confidence and trust of others through honesty, integrity, and authenticity.	Communicates Effectively Developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences.	Manages Conflict Handling conflict situations effectively, with a minimum of noise.
Courage Stepping up to address difficult issues, saying what needs to be said.	Organizational Savvy Maneuvering comfortably through complex policy, process, and people related organizational dynamics.	Values Differences Recognizing the value that different perspectives and cultures bring to an organization.

Benefits and Compensation

The salary range for this position is \$145,000 – \$165,000

Webb offers:

- Generous low-cost medical insurance for employees and eligible family members 90% covered by Webb
- Flexible spending accounts for health and dependent care
- Tuition remission for children enrolled at Webb
- Life and long-term disability insurance
- 6–10% school contribution to TIAA 403(b) based on tenure
- Generous professional development support

Application Requirements and Search Process

DRG is conducting this search on behalf of Webb. Interested candidates should submit, as soon as possible, materials including the following:

- A cover letter indicating why they are particularly interested in and qualified for the position.
- A current resume.
- The names, email addresses, and telephone numbers of five references, as well as the relationship of each reference to the candidate. (We will obtain permission from candidates at the finalist stage before contacting references.)

Application Status: Accepting Applications

Start Date: Flexible with a strong preference for Winter 2026

This position description is based upon material provided by The Webb Schools, an equal opportunity employer, who does not discriminate based on perceived or actual race, color, national or ethnic origin, religion, sex, pregnancy (or any related conditions), age, marital status, military or veteran status, medical condition, gender or gender identity/expression, sexual orientation, or any other characteristic protected by state or federal law.

[Submit an application](#)

Jennifer Fleischer, Principal, jfleischer@drgtalent.com
Dave Yi, Associate Talent Consultant, dyi@drgtalent.com

