

Head of People (San Francisco, California - People)

Ivo is on a rapid growth trajectory and needs its first Head of People to scale our team and foster a high-performance culture.

****Role overview****

- * Build and own all facets of people and culture: sourcing, hiring, onboarding, employee growth, performance and team satisfaction.
- * Partner with leadership to define the organization's future and attract, hire and nurture high-calibre talent.
- * Scale headcount by sourcing and recruiting exceptional candidates and building frameworks to support large-scale hiring.
- * Manage interview processes, support hiring managers and provide benchmarking data.
- * Evaluate people operations tech stack and design the strategy for building a people operations team.
- * Manage candidate onboarding from offer acceptance through ramp, ensuring a great experience.
- * Serve as the custodian of Ivo's brand in the hiring market.

****Performance & development****

- * Help leaders develop frameworks for evaluating performance and supporting growth through promotion cycles.
- * Identify qualities that distinguish high performers and use these to benchmark and level performance.

****Scaling the business****

- * Assist expansion into new regions and markets; help build teams and determine composition.
- * Collaborate with Finance and Operations on headcount and hiring plans linked to financial targets and metrics.
- * Oversee HR compliance and manage processes for employee communication.

****What you bring****

- * 5-10+ years experience in operations, including building recruiting functions at early-stage tech companies.
- * Experience managing teams, preferably in people operations.
- * Ability to build and operate simultaneously; pragmatic with strong ownership.
- * Growth mindset and curiosity; ready to solve problems with first-principles thinking.
- * Excitement about joining a fast-growing company.

****Why join****

- * Shape the culture and direction of a fast-growing AI legal tech company.
- * Work with leadership on strategic people decisions; build the function your way.
- * Competitive compensation, equity and benefits; relocation support; medical/dental/vision; unlimited PTO.
- * In-office role in San Francisco.