



Director of Human Resources

Reports To: President/CEO

Status: Full Time

Classification: Exempt

Approved/Revised Date: January 2022

Summary:

The Director of Human Resources is responsible for providing guidance and direction to Waterfront Botanical Gardens (WBG) staff in all areas including, but not limited to, the development and implementation of market-driven human resources best practices. This role works directly with the President/CEO and Senior Staff to create and update HR policies and procedures, recruiting, onboarding and offboarding (exit surveys), performance management, recognition programs, benefits and payroll, data tracking, training and development and OSHA compliance while fostering a culture of excellence for all employees, and other duties as assigned.

A critical aspect to the role of the Director of Human Resources is to compare HR laws to current policies and procedures, draft templates for HR documents and work with other members of WBG staff to oversee the hiring and onboarding process for employees. The Director of Human Resources will oversee preparing compensation and benefits packages, recommending policies, and maintaining updated employee records. The Director of Human Resources will also play an important role in developing and implementing the WBG's ongoing response to the Covid-19 pandemic.

Organizational Duties and Responsibilities:

- Commitment to WBG's mission and its core values. Facilitates and supports the design and implementation of policies and procedures.
- Supports and facilitates positive interaction with others by exhibiting individual maturity; respect for others; a team-centered approach; maintenance of confidential information; and, an appreciation of a multicultural workplace.
- Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
- Effectively prioritizes and coordinates job tasks for maximum productivity.
- Participates in appropriate professional development programs and training to attain and maintain competency.
- Effectively manages the Human Resource needs of the organization.

Essential Duties and Responsibilities:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Participates in the annual budgeting process in regard to staff, raises, training and other human resource needs.

- Administers or oversees the administration of human resource programs including, but not limited to: compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and morale; occupational health and safety; and, training and development.
- Reviews WBG benefits package ensuring competitive pricing and competitive benefits for staff. Serves as liaison with staff on all employee benefits including the Medical, Vision and Dental benefits, Flex plan, Simple IRA (or other retirement option) PTO and EAP program. Manages the relationship with all HR vendors.
- Reviews Employee Handbook and HR Policies on a regular basis. Ensures that new policies are added as appropriate, and that all employees are familiar with current policies.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Handles all employee hiring processes, interviews, onboarding, performance reviews and terminations. Manages proper filing for and maintenance of all related paperwork. Identifies staffing and recruiting needs, including seasonal staff and interns; develops and executes best practices for hiring and talent management.
- Working with senior staff, coordinates the development of annual performance goals for all staff annually. In addition, develop a professional development plan for all staff with 3-year goals in mind. Ensures that these plans are kept up to date annually. Schedules and facilitates leadership and employee training for all staff as needed.
- Implements, maintains, and reviews payroll processing systems to ensure timely and accurate processing of payroll transactions including salaries, benefits, garnishments, taxes, and other deductions.
- Ensures accurate and timely processing of payroll updates including new hires, terminations, and changes to pay rates.
- Prepares and maintains accurate records and reports of payroll transactions.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and best practices.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to senior management.
- Works with other organizations in the community to facilitate relationships supporting hiring, marketing, volunteer development, interns, etc.
- Works with Volunteer & Membership Manager to ensure effective recruitment of volunteers and best use of individual volunteers as well as overall volunteer labor to support the operations of the organization.
- Works with the Human Resources Committee of the Board that includes scheduling, coordinating the meeting agenda, accountability report and minutes.
- Performs other duties as required.

Specific Skills:

Must be self-motivated and detail oriented. Requires excellent computer, organization, project management and planning skills. Must have both the ability to manage projects on his/her own, as well as the interpersonal skills required to be an effective member of a team. Must have the ability to present a positive image of the organization to the community. Must have an efficient and productive work style to allow maximum and efficient use of limited resources. Requires the ability to work well with other staff, board, committee members, vendors, and volunteers. Works with computers and is required to be proficient with Microsoft Office programs.

Supervisory Responsibilities:

None

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience:

Minimum of a bachelor's degree in a related field and at least 6 years of management experience. Human Resources, Psychology, or Organizational Management experience preferred.

Language Skills:

Ability to read, write, and converse in English. Ability to speak knowledgeably with donors, board members, community leaders. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write appeal letters, thank you letters, press releases, basic marketing materials. Ability to effectively present information in one-on-one, small and large group situations to donors, board of directors, community leaders.

Certificates, Licenses, Registrations:

Must have a current driver's license and insurable driving record.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, and reach with hands and arms, climb or balance, and talk or hear. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

Must be willing to work evenings, holidays, or on weekends as requested for special events. Must be able to work the required hours to accomplish tasks and meet deadlines. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

To apply, send a resume and 3 professional references to humanresources@waterfrontgardens.org

Salary range is \$75,000 - \$90,000. Salary will be based on relevant experience.

Benefits Offered: Medical, Dental, Vision, Basic Life/ADD, STD, LTD, Flexible Schedule, Employee Assistance Program (EAP); Retirement Plan; Paid Time Off (PTO) to cover vacation, sick and holidays; and Flexible Spending Account. Application deadline: February 15, 2022.