



## **Director of Human Resources**

**Reports To:** Chief Operating Officer

**Status:** Full Time

**Classification:** Exempt

**Approved/Revised Date:** March 2023

We are seeking a highly motivated and experienced Director of Human Resources to join our team. As the Director of HR, you will be responsible for leading our HR department and ensuring that our organization has a strong and effective HR strategy that aligns with the company's goals and objectives.

### **Summary:**

The Director of Human Resources will plan, lead, direct, develop, and coordinate the policies, activities, and staff of the Human Resource (HR) department, ensuring legal compliance and implementation of the organization's mission and talent strategy. This role administers or oversees the administration of human resource programs including, but not limited to, talent acquisition, compensation, benefits, absence management programs, employee relations, investigations, performance and talent management, safety, and learning and development.

### **Organizational Duties and Responsibilities:**

1. Commitment to WBG's mission and its core values; facilitates and supports the design and implementation of policies and procedures.
2. 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.
3. Exhibits effective writing, organizational, time management, and interpersonal and oral communication skills.
4. Effectively prioritizes and coordinates job tasks for maximum productivity.
5. Participates in appropriate professional development programs and training to attain and maintain competency.
6. Effectively manages the Human Resource needs of the organization.
7. Ensure the organization is fully staffed with a skilled workforce and in support of a culture of diversity, equity, and inclusion.

### **Essential Duties and Responsibilities:**

- 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.

- 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.
- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention, training, and culture.
- Participates in annual budgeting process regarding staffing numbers, compensation, training and other human resource needs.
- Reviews WBG benefits package ensuring competitive pricing and competitive benefits for staff. Serves as liaison with staff on all employee benefits including the Employee Assistance Program, Health and Dental benefits, FSA & HSA, Simple IRA (or other retirement option) and PTO. Manages the relationship with all HR vendors.
- Monitors staff absence management programs including but not limited to paid time off, worker's compensation, leave of absence; communicates with staff about any questions or issues.
- Reviews Employee Handbook and HR Policies on a regular basis. Ensures that all employees are familiar with current policies, and new policies are added as appropriate.
- Develops and executes best practices for hiring and talent management while seeking diversity among candidates; handles all employee hiring processes including posting open positions internally and externally, interviewing applicants and all on-boarding paperwork.
- Coordinates the performance review process to ensure timely completion and follow-through. Manages proper filing for and maintenance of all related paperwork. Works with senior staff to review staffing and recruiting needs, including seasonal staff and interns.
- Working with senior staff, coordinates the development of annual performance goals for all staff. In addition, develops 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.
- In collaboration with accounting manager, ensure accurate processing of payroll to include recordkeeping and accurate setup of new hires in third party payroll processing platform and all subsequent changes or updates related to personnel demographic data, direct deposit, benefit deductions, pay, tax withholdings and any other item that may impact payroll accuracy.
- Serves as liaison for the CEO & President, Human Resources Board Chair and HR Committee to maintain accurate records and continuity of scheduling, coordinating the meeting agenda and minutes.
- Maintains accurate HR recordkeeping systems to include electronic personnel files.

**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 and donors. 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, and community leaders. Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write business related documents and letters. Ability to effectively present information in one-on-one, small and large group settings.

**Certificates, Licenses, Registrations:**

Must have 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.

Salary range is \$80,000 - \$90,000. Salary will be based on relevant experience.

Benefits Offered: Health insurance; simple IRA; paid time off for vacation, sick days and holidays; long- and short-term disability; and, flex spending account.

To apply please send resume and cover letter to [dvowels@waterfrontgardens.org](mailto:dvowels@waterfrontgardens.org).

Application deadline: March 31, 2023.