



POSITION TITLE: DIRECTOR OF HUMAN RESOURCES
DEPARTMENT: ADMINISTRATIVE/HR
SUPERVISED BY: CHIEF EXECUTIVE OFFICER

About the Position

Full-time position in the Administrative/HR Department of a fast-paced, stable nonprofit organization focusing on youth development and education. The ideal candidate will lead functions like employee relations and culture, recruitment, orientation, retention and engagement, and administrative support. The Human Resources Director maintains positive employee relations and responds to employee inquiries related to all aspects of the employee life cycle.

This role will work in tandem with the Senior Leadership Team to strengthen overall organizational effectiveness as the organization scales and will be responsible for building organizational capacity and culture by partnering with the CEO and by taking the lead on programs that will invest in the professional development and wellness of the team. Equally important will be intentionally developing and operationalizing Diversity, Equity and Inclusion (DEI) efforts across all aspects of our work. This role will set the tone and design the underpinnings for Agape to become a teaching organization based on its core values and best practices. And finally, this candidate is required to operate consistently within the program standards, mission, and guidelines as outlined by the Agape Youth and Family Center's Policy Manual.

Duties and Responsibilities:

- Recruit full-time, part-time, temporary, contractual and intern personnel. Manage full life cycle recruitment (post, source, prescreen, schedule, background, references, offer, onboarding, etc.). Complete hiring process within defined metrics to minimize overall time-to-start.
- Participate in organizational strategic planning and provide leadership for human capital management and policy development.
- Research and manage the development of performance management training programs that focus on enabling team members to achieve improvements with priority organizational concerns (e.g. current job descriptions, standards of performance, staff retention, promotion, succession planning, individual development plans and performance evaluation instruments).
- Create and maintain an environment of equal employment opportunity, diversity and competitive advantage in support of the company's diversity and inclusion strategic plan.
- Ensure compliance with federal, state, and local laws and industry regulations.
- Consult with legal counsel as appropriate, and/or as directed by the CEO on personnel matters.
- Respond to requests for information from outside parties such as DOL, Social Security Administration, state unemployment agencies, financial institutions, and insurance companies regarding employment, benefits, and payroll records.
- Provide information for financial audit, grant applications and reporting, worker's compensation premium audits, business license renewal, fundraising solicitation registration, and certificates of liability insurance.

- Collaborate with supervisors on employee relations, performance and compensation matters; review pay history and calculate increases for CEO approval.
- Manage employee benefit program and ensure cost effectiveness and competitiveness of plans offered.
- Manage safety program including worker's compensation claims handling and tracking.
- Monitor employee relations concerns and address concerns as appropriate, escalating to the CEO as needed.
- Review semi-monthly payroll prior to submission for completeness and accuracy.
- Coordinate and/or conduct exit interviews to determine reasons behind separation.
- Ensures that all functions relating to employees' records are processed in a confidential, efficient, accurate and timely manner.
- Track and report on HR metrics including those related to talent acquisition, employee satisfaction, and participation in benefits

Qualifications and Requirements:

- 5+ years of broad HR experience including talent management and performance management.
- Recent experience recruiting in multiple discipline areas and levels, including hiring for nonexempt, exempt and leadership positions.
- Bachelor's degree in human resources or related field.
- Experience designing, developing and supporting organization-wide talent management programs that cover performance management, talent development, coaching, succession planning, data analytics and relationship management.
- Previous experience in capturing metrics and producing various employment reports.
- Experience in all areas of sourcing such as the internet, social media, networking, employee referrals, job postings, as well as conducting open houses and virtual job fairs.
- Experience in working with applicant tracking systems and affirmative action plan requirements.
- Current SHRM-CP or SHRM-SCP certification preferred or ability to obtain certification within one year of employment.
- Superior verbal and written communication skills.
- Proficient with Microsoft Office Suite or related software.
- Excellent interpersonal and negotiation skills.
- Strong presentation, leadership, analytical and critical thinking skills.
- Thorough understanding of recruiting methods and best practices, as well as applicable policies and federal, state, and local employment laws and regulations.
- Ability to design and implement full-cycle performance management programs.

I have received, reviewed and fully understand the job description for the above position. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name _____ Date _____

Employee Signature _____