



Human Resources Director Job Posting 2024

Position Title: Human Resources Director	Department: People Management Department (ADMIN)
Reports To: Vice President of Human Resources and Volunteer Programs	Salary: \$87,257.30 + Benefits+ 401(K) with Employer Match & Total Rewards Package

Position Summary: Urban Promise is searching for an extraordinary HR Director! We need more than just experience—we need someone with a heart of gold and an unparalleled passion for people! Our ideal Human Resources Director will embody our core values of Faith, Community, Innovation, and Holism. We're seeking someone whose enthusiasm for HR is sky-high and whose dedication to making a difference is absolutely contagious!

We're in search of a standout individual with exceptional people skills to take the reins of our HR programs and initiatives. We want these efforts not just to be effective, but exceptional, perfectly in sync with our organizational mission and objectives. This role is the powerhouse behind the daily management employee life cycle, recruitment, hiring, performance management, training, and ensuring complete compliance with employment procedures, practices, and laws. And if you bring experience in succession planning, we're even more eager to hear from you!

But wait, there's more! We're chasing after that dream candidate who embodies a strong work ethic, outstanding communication skills, a wealth of HR knowledge, off-the-charts strategic thinking, impeccable organizational skills, and a knack for building incredible relationships.

And here's the cherry on top: You will get to use your innovation to improve HR processes, implement strategies for talent that'll launch our organization's growth, retaining our exceptional talent through top-notch support, strengthening the bond between our remarkable staff and management, and serving as the ultimate ambassador for our mission and values! In this role, you'll support the VP of Human Resources & Volunteer Programs with strategic planning, total rewards, DEIB, compensation, talent development, and bolstering employee and manager relations.

If you're ready to bring your expertise, passion, and incredible heart to our team, we're thrilled to meet you! This role isn't just about HR—it's about changing lives, fostering growth, and making a meaningful impact! Are you up for the challenge? **Join us and let's revolutionize HR together.**

Essential Job Functions:

1. HR Director will lead and manage the day-to-day HR administrative functions, overseeing HRIS systems, recruitment, hiring, record keeping, employee relations, benefits, and workers compensation administration and compliance reporting. Your role ensures adherence to employment laws and regulations through audits and corrective actions. HR director will ensure our HR operations run seamlessly while upholding legal standards and fostering a compliant, efficient workplace.
2. Partners with management to address day-to-day HR operational issues such as personnel issues, hiring, and grievances, performance management, and training.
3. Supervise the training & development manager, learning management system, and associated budget.
4. Lead and champion the performance management process. HR Director will be at the helm, steering the employee appraisal assessment process within every department, ensuring each employee shines through the UP-performance evaluation and assessment processes. Your insights and recommendations will directly shape our talent development and succession planning strategies. Collaborate closely with the VP of HR and Training & Development Manager on the nine-box model, fueling our training needs and charting the course for successors.
5. Align our talent strategy to be an employer of choice within our industry with VP of Human Resources & Volunteer Programs and PT Training Development Manager.
6. Support the VP of Human Resources and Volunteers working with the President and Executive Leadership team to establish a sound plan of succession and compensation plans that corresponds to the mission, strategy, and overall goals of UrbanPromise.
7. HR Director will develop and maintain a comprehensive HR dashboard incorporating specified metrics outlined by the VP of HR and Volunteer Programs. This dashboard will serve as a structured reporting tool, offering an accessible and concise overview of the department's health. Dashboard will serve as a visual representation that allows HR to track and evaluate our performance effectively.
8. HR Director will remain current with HR industry trends and changes in employment legislation which is vital to guarantee our adherence to regulations. As the HR Director, it's essential to proactively identify emerging trends that could impact our organizational objectives.
9. HR Director will adopt a customer-centric approach that prioritizes our most valuable asset—our employees. As the HR Director, take ownership of the entire employee life cycle, encompassing recruitment, hiring procedures, conflict resolution, performance management, workers' compensation administration, and the exit interview process. Your dedication ensures a seamless and supportive journey for our employees at every stage of their tenure.



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10. The HR Director will support with the VP of HR & Volunteer Programs to bolster our staff care initiatives and amplify our total rewards programs. Together, the HR team will elevate the employee experience and celebrate their contributions with top-notch care and rewarding experiences.
11. HR Director will support the leadership of the VP of HR to craft our unique HR value proposition, both internally and externally, as we aim to solidify our position as a premier employer within the non-profit sector.
12. As the HR Director, you will be instrumental in strategizing ways to foster a positive, inclusive environment that champions employee well-being and work-life balance. Join forces with the VP of HR and executive team as we pave the way for dynamic Diversity, Equity, and Inclusion programs at UPM. We will shape an environment where everyone thrives and feels empowered!
13. The HR Director will manage the annual updates to our employee handbook, collaborating closely with the VP of HR and Volunteer Programs and legal pro-bono team to ensure it reflects our evolving needs and values.
14. HR Director will adhere to all employee and communicable disease polices and participate in All -Staff events & performance management processes.
15. HR Director will manage other duties as assigned by direct supervisor.

EDUCATION	Bachelor's degree in Human Resource Management or relevant degree required. Preferred – Master's degree in Business or Human Resources Management SHRM Certified
EXPERIENCE	7-10 + years of HR generalist role or Human Resource Leadership in various HR disciplines, including compliance, employee relations, management, recruitment, performance management employment law, and business management etc.
REQUIRED SKILLS	<ul style="list-style-type: none">● Excellent written and verbal communication skills● Ability to work well with and support relationships of colleagues with an array of work styles, across the organization.● Strong interpersonal and relationship management skills using tact, patience, and courtesy both within and outside of the organization.● Highly detailed oriented with strong organizational skills● Strategic thinker and planner● Problem-Solver and has Analytical Skills● Ability to work well independently and collaboratively.● Able to perform under minimum supervision within the scope of normal duties and responsibilities.● Knows when to refer difficult or unique situations to direct supervisor.● Maintains sensitivity and respect for confidential information.● Excellent computer skills including Microsoft Office, Google docs/sheets, and database programs; must be comfortable navigating a variety of grant portals.● Experience with HRIS systems● Ability to identify relevant training and development opportunities.● Exceptional customer service
PREFERRED SKILLS	<ul style="list-style-type: none">● Experience in Non-Profit Management, Succession Planning, Talent Development; Benefits and Compensation Administration, and Diversity Equity and Inclusion.

****Equal Opportunity Statement**

At UrbanPromise, diversity, equity, inclusion, and belonging aren't just ideals—they're vital to our success. We're all about building a team that mirrors the beautiful diversity of the communities we serve. We're committed to nurturing an inclusive workplace where every staff member, youth, family, volunteer and or donor regardless of background, feels right at home, fully engaged in our inspiring mission and values. Plus, we're dedicated to championing racial and social equity in everything we do! Join us in this incredible journey toward a more diverse, inclusive, and equitable future!"

UrbanPromise is an Equal Opportunity Employer. All applicants who believe they meet the stated qualifications are encouraged to apply. Resumes and cover letters should be submitted to UrbanPromise Ministries, VP of Human Resources and Volunteer Programs, Pamela Foxx- Levi at pfoxx@urbanpromiseusa.org .