

THE ORGANIZATION

Father Bill's & MainSpring is a growing, dynamic social service agency with particular expertise in emergency and permanent housing, job training and placement, and prevention services for individuals and families in need. Over the next five years, our strategic focus includes an increase in affordable, permanent supportive housing, a more efficient model of care for families experiencing homelessness, commitment to an enhanced delivery model to reduce the need for shelter, and improved community relations in order to achieve these goals. Our staff are thoughtful and caring individuals who share our passion for these ideals and creative approaches to helping people improve their lives.

THE OPPORTUNITY

The Director of Human Resources (DHR) will lead the HR function for our growing agency. The DHR will work collaboratively across all areas of the organization in the day-to-day operations, planning and implementation of HR processes, systems and policies that optimize results in support of our mission. The HR leader will provide strategic direction and oversight in all human resources areas: compliance, recruitment and onboarding, employee relations, training and development, compensation, and benefits administration. The DHR will lead HR practices and objectives to provide an employee- oriented, high performing culture.

The Director of Human Resources reports directly to the Executive Director and is a member of Sr. Executive Management Team.

SPECIFIC RESPONSIBILITIES INCLUDE

Employee Relations & Culture – 25%

- Recommend employee relations practices necessary to establish a positive employer- employee relationship and promote a high level of morale and motivation.
- Develop organizational culture through strategic analysis and well-implemented initiatives.
- Create and sustain a thriving performance driven culture that brings out the best in each employee and sets the highest expectations.
- Establish credibility throughout the organization to be an effective listener and problem solver of people issues.
- Maintain knowledge of laws, regulations, and best practices in employment law, human resources, and talent management.
- Build best-in-class people programs in recruiting, onboarding, and learning & development.
- Lead and review performance management systems. Collaborate with legal counsel as appropriate relevant to employee relations issues.
- Collaborate and champion our Diversity, Equity and Inclusion efforts across the entire organization.
- Partner with Sr. Leadership and provide guidance with complex employee relations issues.
- Support our values, operating principles, organization from hiring, through performance management, to talent development and operational decisions.

HR Strategy & Administration – 35%

- Participate in the development of the organization's plans and programs as a strategic partner; translate the strategic and tactical business plans into HR strategic and operational plans.
- Enhance, develop, implement and enforce HR policies and procedures of the organization by way of systems that will improve the overall operation and effectiveness of the organization
- Continuously improve the programs, policies, practices and processes associated with meeting the strategic and operational needs of the organization; shape the strategy and execution of organization-wide communications to ensure transparency.

Training & Development – 5%

- Develop programs to allow the organization to embrace applicants and employees of all backgrounds and to permit the full development and performance of all employees.
- Implement training opportunities that leverage career progression and learning opportunities for all staff.

Compensation & Benefits – 10%

- Ensure compliance with employment, benefits, insurance, safety, and other laws, regulations, and requirements.
- Manages and monitors an annual budget that includes HR services, employee recognition, Employee Activities & Wellness Committee and administration.
- Partners with the CFO during annual open enrollment and obtain cost effective employee benefits. Recommends changes in benefits offered

Talent Acquisition – 25%

- Oversees the recruiting, selection, and onboarding processes including CORI background checks. Make recommendations for improvements to the talent acquisition process, including ways to automate and streamline existing processes.
- Evaluate and advise on the impact of long-range planning of new talent strategies.
- Develop staffing strategies and implementation plans and programs to identify talent within and outside the organization for positions of responsibility. Identifies appropriate and effective external sources for candidates for all levels within the organization.
- Design position descriptions that promote inclusivity and attract diverse talent.

TO APPLY

Father Bill's & MainSpring has retained CliftonLarsonAllen to spearhead our search efforts.

To apply please send your resume and note of interest to Octavia M. Gilmore, National Search Leader at: octavia.gilmore@claconnect.com

Father Bill's & MainSpring is an equal opportunity employer and highly encourages Black, Indigenous, People of Color (BIPOC) to apply.

PROFESSIONAL QUALIFICATIONS

- Bachelor's Degree, 10+ years of progressive HR experience. SHRM-SCP, SPHR or PHR preferred.
- Ability to excel within an environment that promotes Diversity, Equity and Inclusion.
- Resilient business acumen, strategic planning, organizational assessment, highly developed leadership and interpersonal skills, and quantitative analytical abilities.
- Excellent interpersonal and conflict resolution skills.
- Thorough knowledge of employment-related laws and regulations.
- Aptitude to perform at both the strategic and hands-on level; results driven; service oriented, self-motivated with ability to work collaboratively and independent.
- High level of integrity, trust and confidentiality.
- Ability to travel locally.
- Excellent judgment, creative problem solving, adaptability, and multi-tasking skills within a high impact environment.
- Strong verbal and written communication skills.
- Demonstrated record of accomplishment in a high-level consultative/leadership role within a progressive environment.
- Passion for the work of Father Bill's & MainSpring.

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