JOB ANNOUNCEMENT

Position Title: Human Resources Director
Reports To: Vice President, Operations
Pay Grade I: $101,067 - $123,807
Position Status: Full Time
Posting Dates: Open until filled

About KZCF:
KZCF, established in 1925, has the vision of Kalamazoo County being the most equitable place to live, with the mission to mobilize people, resources, and expertise and to advance racial, social, and economic justice. Learn more at kalfound.org.

Core Values:
Center Anti-Racism and Equity
Advance Racial Justice
Nurture Healing and Love
Cultivate Transformative
Serve the Greater Good
Learn and Grow
Embrace Joy

Position Summary:
The Human Resource Director is the Community Foundation’s key individual responsible for all areas of Human Resources Management that will cultivate an employee-oriented, equitable, high-performance culture. This role leads with an emphasis on relationships, empowerment, and integrity. This role holds oversight over recruitment and ensures ongoing development of a highly diverse and engaged workforce. As a member of the Strategy and Leadership Team, the Director creates an HR environment that is people centered. This role provides key human resources leadership including organizational development, programs and practices including recruitment, staff development, employee relations, ethical and legal compliance, compensation and benefits, performance planning, culture of belonging, and employee engagement. The Director develops and implements a workforce strategy for diversity, equity, and inclusion as well as all HR activities aligned with our strategic plan and our key organizational values of diversity, equity, inclusion, and anti-racism.

Essential Duties & Responsibilities:

Position Functions:
People Centered Human Resources Environment

- Shapes an environment for staff to feel understood and valued, knowledgeable about benefits and resources, and assisted to mutually solve problems.
- Develop and deploy resources intended to help employees be successful in their roles, including talent development plan, and customized strategies for advancing and retaining people of color as well as other underrepresented groups in the workforce: including but not limited to LGBTQ, differently abled, and religious/ethnic employees.

Diversity, Equity, and Inclusion

- Designs, implements, and governs anti-racist, diversity and inclusion strategies, policies, programs, and initiatives for recruiting, hiring, developing, and retaining a diverse workforce in collaboration with Director, DEI, and the Anti-Racism Transformation Team.
- Determines metrics and goals for KZCF staffing, tracks this data, and develop action steps to improve results in consultation with Director, DEI, and support of S&L team.
- Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of social bias.
- Ability to confront personal, individual, and internal systematic bias with regards to race, gender, orientation, etc., which will require sharing and discussing personal identities in relation to the work environment and learning to be comfortable with difficult interactions around deeply personal, divisive conversations, while supporting others to engage similarly.
- Infuse knowledge and best practices related to racial equity and equity across the Foundation in all programming, communications, internal culture-building, staff development, and business operations.
- Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
- Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
- Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

Organizational Development

- Collaborates with hiring supervisors to develop staffing strategies and plans to identify talent and enhance recruitment and staff retention
- Translates strategic plan into HR strategic and operational plans, oversees accountability chart and leads the process for assessing organizational needs, employee performance, and values alignment.
- Provides advice and counsel to the Strategy and Leadership Team, supervisors, and staff regarding HR practices, policies, and employment law.

Culture

- In coordination with the CEO, Strategy and Leadership team, the HR Director leads efforts to build and execute strategies and processes that promote a culture of belonging, accountability, positive work environment, and staff engagement.
- Develops benchmarking strategies to seek out and implement best practices for
employee engagement, satisfaction, and culture.

- Support activities that advance inclusion and equity, such as affinity groups, DEI coaching, training, etc.
- Manage a system for collecting and tracking workforce diversity dimensions in a way that ensures confidentiality and appropriate access for organizational growth.

**Human Resources**

- Oversees the implementation of Human Resources programs though Human Resources staff. Monitors administration to established standards and procedures. Identifies opportunities for improvement and resolves any discrepancies.
- Develops and monitors an annual budget for Human Resources, as defined by supervisor
- Develops and implements staffing strategies for the entire employee lifecycle with an emphasis on continuous improvement including:
  - Recruiting with an emphasis on diversity hiring strategy and ensuring candidates feel cared for during the process
  - On-boarding/Orientation
  - Employee retention
  - Performance review and improvement
  - Staff development
  - Succession planning
- Support supervisors throughout the organization to ensure the consistent, quality, execution of processes throughout the entire life cycle.
- Engage in learning at Human Resources Conferences and Seminars as it pertains to benefits, human resources related administration, and human resources laws.

**Benefits**

- Oversees all employee benefits including, health, life, disability, and retirement plans including:
  - Annual renewal
  - Keeping abreast of benefit trends to ensure our plan are cost effective and competitive
  - Maintains all plans in compliance with Federal and state laws and regulations.

**Performance Excellence**

- Review and analyze staff satisfaction data periodically, at least annually
- Recommend changes to S&L team to increase satisfaction
- Collect and analyze peer comparable data
- Ensure HR processes are documented in PBM format
- Develop weekly, quarterly, and annual metrics for scorecards and use results to adjust activities to reach goals

**Employee Relations**

- Formulates and recommends Human Resources policies and objectives for the company about employee relations.
- Partners with management to communicate Human Resources policies, procedures, programs, and laws.
- Determines and recommends employee relations practices necessary to establish a positive employer-employee relationship and promote a high level of employee morale and motivation.
• Provides support and guidance to management, and other staff when complex, specialized, and sensitive questions and issues arise; may be required to administer and execute routine tasks in delicate circumstances such as providing reasonable accommodations, investigating allegations of wrongdoing, and terminations.

• Oversees the employee discipline processes
• Conducts investigations when employee complaints or concerns are brought forth.

• Monitors and advises managers and supervisors in the discipline system in the company. Monitors the implementation of a performance improvement process with non-performing employees.
• Reviews, guides, and approves management recommendations for employment terminations.
• Leads the implementation of company safety and health programs. Monitors the tracking of OSHA-required data.

Compliance
• Oversees HR related policies and procedures; and assists with the design and implementation of people policies and activities to support the KZCF culture while enhancing employee engagement
• Oversees updates to the Employee Handbook and other human resources policies
• Maintains compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews 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.

Accounting
• Creating and monitoring the HR and benefits budgets
• Other supervises assigned staff. In doing so, assigns plans and reviews work; establishes priorities; instructs and trains employees; supervises projects; conducts performance evaluations and corrective action or job counseling; and participates in hiring and terminations.
• Participates in hiring and terminations.
• Participates in community foundation field networks and learning groups as appropriate.
• Performs other projects or duties as assigned.

Diversity, Inclusion, Equity, and Anti-Racism:
• Apply an equitable and anti-racist analysis to all functions to achieve organizational goals.
• Embrace, support, and integrate Community Foundation philosophies related to diversity, inclusiveness, and anti-racism with a willingness to acknowledge and address other forms of bias.
• Ability to confront personal, individual, and internal systemic bias with regards to race, age, gender, gender- identity, sexual orientation, ability, etc., which will require sharing and discussing personal identities in relation to the work environment.
• Ability to work and navigate emotionally taxing conversations related to power, privilege, racism, and oppression on a regular basis.
• Must have strong emotional intelligence and resiliency skills to lead and/or actively participate in advancing our work relative to racial, social, and economic justice.

Professionalism:
• Support the mission, vision, and strategic goals, as a part of the Performance Excellence Model of the Community Foundation, to serve both internal and external customers.
• Follow and support Community Foundation policies and procedures.
• Evaluate own performance and assumes responsibility for professional development.
• Embrace philosophy of one actively engaged in lifelong learning.
• Demonstrate and models Process documentation for clarity and consistency.
• Maintain current knowledge of all changes affecting area of work.
• Conduct self in a professional manner and follows and support the core values, commitments, and behaviors.
• Maintain appropriate professional appearance and confidentiality.

Engagement/Participation:
• Actively participate in meetings, committees, and volunteer opportunities within the organization.
• Apply an anti-racism analysis and engage with others in support of learning ways to advance collective DEI understanding and skills.
• Serve as a leader throughout the organization, facilitating conversations and supporting the engagement of others.
• Participate as a team member utilizing a collaborative style to achieve mutual goals.
• Provide proactive, creative cross-functional thinking and ideas to enhance services to customers.
• Demonstrate ability to work effectively with others.

Knowledge, Skills & Abilities:
Required:
• Bachelor’s degree in Human Resources, Business Administration, or related field; or an equivalent combination of training and relevant work experience.
• A minimum of six to eight years of human resource management experience.
• Broad knowledge and experience in employment law, compensation, organizational planning, organization development, employee relations, safety, and training and development.
• Demonstrated ability to serve as a successful participant on the executive management team that provides company leadership, strategy, and direction.
• Demonstrated ability to effectively interact, communicate, and collaborate with people from all cultural backgrounds.
• Extensive experience with administration of employee programs and policies
• Excellent written and oral communication skills with strong attention to details
• Must have the ability, judgment, poise, and personal capabilities to build and maintain trust.
• In-depth knowledge/understanding of computers including general business software (i.e., Microsoft Office 365).
• Strong analytical skills, problem solving skills, and conflict resolution/negotiation skills.
• Supervisory experience and demonstrated ability to give clear direction, guidance, constructive feedback, and coaching, develop, involve, and mobilize people in shared efforts.
• Ability to work full-time, including evenings
• Deep understanding of both theory and practice related to racial justice/racial equity
• Deep personal commitment to addressing racism, with an orientation toward the Kalamazoo community
• Ability to work across various sectors with a wide variety of partners
• Willingness to learn and be adaptive to support a complex and evolving body of work

Preferred:
• Current COBRA training
• SHRM-CP or SHRM-SCP
• Nonprofit, Philanthropy or Community Foundation experience

**Location Requirements:**

• The Kalamazoo Community Foundation’s employee health and safety is a top priority. With the COVID-19 pandemic still posing a threat to public health, Foundation employees may temporarily work from home. Please note this remote work policy is only in effect due to the COVID-19 pandemic while public health guidelines strongly recommend work from home when feasible. This policy will be reviewed when public health guidelines or business needs change.

**Physical/Mental Requirements:**

• While working virtually, must ensure remote environment has consistent access to high-speed internet, generally free from distractions.
• Work in well-lit, pleasant, smoke-free office.
• Must be able to sit for long periods of time.
• Able to stoop, bend and move intermittently to do filing and move equipment and supplies necessary for job function.
• Involves frequent repetitive movement associated with extended periods of keyboarding.
• Frequently involves extended workdays and periodically involves irregular work hours.
• Occasional travel and/or overnight work schedules.
• Requires attention to detail and ability to concentrate on figures, paperwork, data, etc.
• Frequent pressures related to meeting deadlines and fulfilling scheduling requirements.
• Frequent distracting influences such as people, phone calls, noise and so forth.
• Frequent simultaneous handling of multiple tasks and intermittent or cyclical work pressures.
• Occasionally requires on-call availability to handle work problems, emergencies/crisis situations etc.
• Occasional work at multiple sites or travel.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To successfully perform the job, individuals must be able to satisfactorily perform each essential duty. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**How to apply:** Please send resume and cover letter to Darian@TheHRShop.com with the role you are applying for in the subject line.