

Job Description: Director of Human Resources



Status: Full-time

Salary: \$90,000-110,000, depending on experience

Location: Saint Paul, MN (Esperanza United's main office)

Reports to: Chief Strategy and Impact Officer

Position overview

The Director of Human Resources is responsible for establishing the strategic direction for HR programs and practices that foster employee relations in a manner that is consistent with the values and culture of the organization. The position also implements Human Resources Values by establishing human resources programs; identifying and researching issues and priorities; providing advice, counsel, and decisions; researching, developing, writing, and updating policies, procedures, methods, and guidelines; complying with legal requirements; and other relevant activities.

About us

Esperanza United mobilizes Latinas and Latin@ communities to end gender-based violence. Formerly Casa de Esperanza, Esperanza United was founded in 1982 by a small group of persevering Latinas as an emergency shelter in St. Paul, Minnesota. We continue to ground our work in community strengths and wisdom, as we serve Latin@s locally and nationwide.

Core responsibilities

- Planning, organizing, and directing all aspects of the organization's human resources function. Stays abreast of best practices and continually evaluates the effectiveness of programs and practices.
- Leads and/or supports the implementation of HR policy and compliance with federal, state, and local law. Monitors and ensures compliance with applicable employment regulations.
- Fosters and promotes a high-performance work environment through effective management of the organization's performance and learning initiatives. Oversees talent management, succession planning, and the performance evaluation process, implementing improvements based on best practices and supporting managers' efforts to improve individual and organizational performance.
- Champions staff learning and development, knowledge sharing, and cross collaboration to build capacity and address gaps across all levels of the agency. Designs and delivers employee training content; develops, promotes, and supports the organization's learning and development initiatives.

- Oversees the benefit review process and administers the organization's benefit plans. Monitors the organization's compliance with Worker's Compensation, FMLA, ADA, ACA, and all other applicable laws/regulations. Develops communication strategies and related messaging to support benefit and compensation plan philosophies.
- Oversees all aspects of the employee recruitment process, including ensuring accurate job descriptions, internal postings, external recruitment plans, compensation decisions, and new employee orientation and onboarding.
- Provides guidance and/or handles employee relations matters and coaching/counseling initiatives to mitigate organizational risk and exposure. Facilitates employee disciplinary actions and oversees the employee separation process, including tracking and monitoring exit and retention data to identify trends requiring response or changes in the organization's policy and/or practice.
- Directs human resources organizational strategies by contributing information, analysis, and recommendations to strategic thinking and direction. Establishes human resources objectives in line with organization goals.
- Manages human resources vendor relationships and contracts.
- Protects organization value by keeping information confidential, cautioning others regarding potential breaches.
- Improves human resources management job knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, benchmarking state-of-the-art practices, and participating in professional societies.
- Integrates the philosophy, values, and mission of Esperanza United into all aspects of their work.
- Models leadership to sustain a positive work environment that embodies Latin@ cultural strengths, interdependence, and communalism.
- Actively participates in team meetings, workgroups, and organization-wide initiatives, for example, our anti-racism efforts.
- Performs other such duties as assigned within the scope of the position and program description, as well as those reflective of their experience, education, and ability.

Qualifications

- Education, experience, certifications
 - › Bachelor's degree or equivalent in Human Resources, Business, or related field.
 - › Minimum of 5-7 years progressive Human Resources management experience, including supervisory and senior leadership experience.
 - › SPHR or SPHR-SCP Certification strongly preferred.
 - › Nonprofit experience strongly preferred.

- Skills
 - › Up-to-date knowledge of human resources issues, including employment law developments and current HR best practices.
 - › Knowledgeable about nonprofit management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, and coordination of people and resources.
 - › Knowledgeable about principles and procedures to successfully implement and lead personnel recruitment, selection, training, strategic development and implementation of compensation and benefits plans, employee relations and negotiation, and personnel information systems.
 - › Ability to effectively coach employees and management through complex, difficult, and emotional issues.
 - › Ability to make recommendations to effectively resolve problems or issues by using judgment that is in line with standards, practices, policies, procedures, regulations and/or government law.
 - › Ability to organize and prioritize work.
 - › Ability to use logic to analyze or identify underlying principles, reasons, or facts associated with information or data to draw conclusions.
 - › Ability to identify developmental needs of others and coach, mentor, or otherwise help them to improve their knowledge, skills, and abilities.
 - › Experience developing and administering HRIS system.
 - › Ability to deal with people in a manner which shows sensitivity, tact, and professionalism.
 - › Ability to communicate ideas and information clearly, concisely, and effectively both in writing and verbally. Ability to listen to, and understand information and ideas as presented verbally and in writing.
 - › Bilingual Spanish/English strongly preferred.
 - › Knowledgeable about the lived realities of Latin@ communities and gender-based violence preferred.
 - › Understanding of vicarious trauma and the impact it has on employees and the organization.

Work environment

Esperanza United strives for diverse, equitable, and inclusive work environment and does not discriminate on the basis of race, color, religion, creed, national origin, sex, age, (dis)ability, marital status, sexual orientation, gender identity, language, place of residence, political affiliation, veteran status, status regard to public assistance, or any other class protected by local, state, or federal law.

The above statements are not intended to encompass all functions and qualifications of this position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this job description.

To apply

Send your cover letter, resume, and salary expectations to Debra Emery at demery@esperanzaunited.org with the subject header, "Your Name Application – Director of Human Resources."

We will consider applications on a rolling basis, with priority for those submitted by March 31, 2022. However, applications will be accepted until the position is filled.