

## **Director of Human Resources**

### **Job Summary**

AIHEC's Director of Human Resources will plan, lead, direct, develop, and coordinate the policies and activities of the Human Resources programs. The HR Director will report to the President & CEO. In this role, the HR Director will help develop and lead a plan for staffing, internal communication processes, performance management, and leadership and professional development. The HR Director will review and refresh the core human resource functions, including hiring processes, onboarding, and performance management.

### **Supervisory Responsibilities**

- This position has no direct supervisory responsibilities.

### **Duties/Responsibilities**

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Recruits, screens applicants, participates in interviews with hiring managers, hires, and provides onboarding.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary and termination matters; disputes and investigations; performance evaluation; productivity, recognition, and morale; occupational health and safety; and training and development.
- Investigates employee complaints and/or retains independent HR services when appropriate.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations and recommends best practices; reviews and modifies policies and practices to maintain compliance; and completes annual workers compensation audit.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to leadership.
- Works with the Vice-President of Finance and Administration to draft and implement the organization's staffing budget and the human resource department budget.
- Serves as a trusted resource for staff members at all levels, handling employee relations matters with professionalism and discretion through resolution.
- Performs other duties as required.

### ***Required Skills/Abilities***

- Working knowledge of current HR laws and regulations; general experience in all HR concentration areas such as benefits, compensation, workforce planning, and employment; employee relations; occupational health, safety, and security; strategic management; employee development; and training.
- Strong organizational skills, attention to detail, ability to prioritize and manage multiple tasks, and ability to complete projects under time constraints; demonstrated ability to think strategically and move ideas from conception to implementation.
- Excellent interpersonal, oral, and written communication skills, including the ability to listen deeply, facilitate conversation, build rapport and trust, mediate disputes; demonstrated ability to deal with confidential, sensitive, emotionally charged situations with empathy and tact, and respond appropriately.
- Demonstrated experience and success in assisting with the leadership and management of strategic planning, learning, and organizational change processes, including developing reports for leadership and the board of directors.
- Proficient with Microsoft Office Suite or related software.
- Knowledge of and experience with varied human resource information systems, such as ADP, Paychex, or Paycom.
- Prior experience in the broader nonprofit arena is a plus but not required.
- Background or experience in American Indian and Alaska Native Tribal Nations or organizations is a plus but not required.
- Strong commitment to the mission, goals, and values of AIHEC.

### ***Education and Experience***

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience is required.
- SHRM Certified Professional (SHRM-CP) or SHRM Senior Certified Professional (SHRM-SCP) credential preferred.