

Director, Human Resources

The Director, Human Resources is responsible for strategy, planning, and implementing organization-wide human resource functions and policies including recruitment, training, benefits administration, compensation planning, payroll administration, employee relations, performance management and evaluation, staff development, and employment law and compliance. Support the DEI mission and objectives of the Community Foundation. The position reports directly to the president.

Responsibilities Include

Recruitment and Retention

- Manage the recruitment, selection, and orientation of a high-quality workforce
- Provide overall guidance and resources to ensure adequate training for new staff in the skills they need to do their jobs
- Develop and continually evaluate performance management system, including supporting managers in annual Foundation-wide objective-setting and performance review process
- Identify professional development programs and training for supervisory staff related to the management of employees
- Develop and maintain a succession plan for the Foundation that identifies key positions and potential internal candidates that might fill them in the future
- Manage evaluation process; advise and assist on performance matters
- Support the DEI work of the Foundation

Employee Benefits

- Review, recommend and administer various health and welfare benefit plans and administration including open enrollment process, communicating benefit information to employees, processing monthly benefit invoices
- Serve on Foundation's Retirement Plan Committee; set bi-annual meeting schedule for the Committee and see that its annual responsibilities are carried out and implemented

Compensation Planning

- Oversee and administer ongoing employee compensation as well as evaluate and contribute to overall compensation program design
- Enlist outside consultant every three years for full compensation review

Payroll

- Prepare accurate and timely bi-weekly payroll
- Responsible for payroll administration, processing, resolving pay-related issues

Policy and Legal Compliance

- Stay current with new federal and state legislation that pertains to human resources and benefit-related issues
- Responsible for compliance with federal and state legislation pertaining to all personnel matters
- Oversee all annual reporting and notification required for the Foundation's benefit programs
- Review and maintain employee handbook
- Provide data for annual 990 and 5500 filings

Personnel Records and Reports

- Maintain and update personnel records, files, and job descriptions
- Maintain confidentiality and compliance with retention standards of all personnel and benefit records and develop new policies as needed
- Provide input to annual operating budget and planning process related to salaries and benefits
- Complete salary and benefits surveys of interest to the Foundation

Salary & Benefits

The Community Foundation is in the heart of downtown Detroit, near Campus Martius, the Riverfront, and many parks and restaurants. Competitive salary commensurate with experience. Benefits include medical, dental, vision, life/LTD insurances, paid parking, along with paid sick, personal, holiday, and vacation time. A 403(b) savings plan is available, along with a Foundation-funded pension program. At the present time, in maintaining a safe work environment, the Community Foundation asks all staff members to be fully vaccinated or take a weekly COVID-19 test.

Essential Qualifications

- Bachelor's degree in a related field; master's degree preferred
- Minimum of ten (10) years progressively responsible experience in human resources field; prefer human resource certification (PHR, SPHR and/or SHRM-SCP)
- Advanced knowledge of human resource laws and regulations
- Exceptional interpersonal skills
- Outstanding coaching and consultative skills
- Strong organization and project management skills
- Proficiency in Microsoft Office programs; familiarity with web-based payroll and time reporting programs; strong internet research skills

To Apply

To apply for this position, submit a cover letter and resume to: nancy@corporaterecruitersinc.com

To provide equal employment opportunities to all individuals, employment decisions will be based on merit, qualifications and abilities without regard to race, religion, creed, color, national origin, age, gender, marital status, sexual orientation, gender identity, height, weight, political or union affiliation, disability or any factor prohibited by law.