



Position Announcement for Posting Director, Human Resources

POSITION SUMMARY

The Director of Human Resources (DHR) will enhance and administer human resource policies, goals, objectives, programs and best practices for the organization. The DHR creates, maintains, evaluates and implements employee programs, recommending improvements to policies and ensuring that these policies align and are administered in concert with organizational values. The DHR reports to and partners with the Chief Operating Officer to develop and evaluate organizational programs, and to recommend new approaches and procedures as they relate to talent and culture as they impact the mission and vision of the organization. The DHR develops responsive, results-oriented Human Resources systems related to recruitment, compliance with relevant employment laws, performance appraisal, compensation administration, benefits administration, employee relations, and training/development.

PRIMARY RESPONSIBILITIES

- ***Policy Development & Communications.*** Provides counsel to the Management Team in the design, management, and implementation of effective human resource policies and procedures; Communicates clearly (verbal and written) with all employees to ensure compliance and best practice information is shared and understood.
- ***Compliance.*** Maintains compliance with federal, multi-state and local laws. Works across the organization to ensure adherence to applicable regulations including FLSA, FMLA, COBRA, ADA, EEO, and OSHA. Updates employee handbook, oversees compliance reporting and testing, maintains personnel files.
- ***Employee Relations & Engagement.*** Handles employee relations, provides an appropriate level of coaching and counseling, and leads solution-focused discussions with managers and senior leadership.
- ***Performance Management.*** Manages NAIS's performance management programs, in partnership with managers and senior leadership, and recommends changes and/or improvements, and provides guidance for the development and implementation of performance improvement plans (PIP).
- ***Learning & Development.*** Supports managers in assessing learning and development needs of staff, tracks training and development programs, and provides guidance as needed for an effective learning culture.
- ***Benefits.*** Works closely with the management team on benefit issues that impact related budgets, supports employees regarding benefit issues, and serves as liaison to brokers, providers, and vendors; coordinates annual insurance renewal and open enrollment process; and administers short term disability claims.
- ***Recruitment.*** Supports hiring managers, the management team, and/or outside consultants on vacancies and subsequent recruitment efforts; manages the full-cycle recruitment process, develops job descriptions.
- ***Culture Management Support.*** Provides thoughtful conversations on culture management issues and concerns that impact the culture of NAIS and its overall work environment.

QUALIFICATIONS, KNOWLEDGE AND SKILLS

- A bachelor's degree in HR or related field and 5-7 years' experience in an HR Generalist/Manager role with at least 3 years in an HR Director role, including managing employee relations, benefits and recruiting, or equivalent combination of education and experience
- PHR/SPHR, SHRM-CP/SHRM-SCP or equivalent certification preferred
- Experience working in the nonprofit sector preferred
- Demonstrated knowledge and expertise with HR practices and principles; thorough understanding of

and familiarity with applicable state and federal employment law; experience working with a multi-state environment helpful

- Highly effective interpersonal skills demonstrated by a positive attitude and earnest interest in providing exceptional customer service.
- Exceptional written and oral communications skills.
- Unwavering and unilateral commitment to ethics to help attract top talent while safeguarding NAIS and fostering a culture of cooperation and honesty.
- Ability to make authentic connections with staff, establish trust and maintain confidentiality.
- Proficiency with active listening and questioning skills and openness to other people's ideas and thoughts
- Ease with balancing complex situations and effectively manage processes and competing priorities
- Proficiency with ADP Workforce Now, experience with Microsoft applications, including Word, Excel and Outlook, and active knowledge of existing and emerging human resource-related tools and applications

To Apply

Send your resume, cover letter, and salary requirements to hrjobs@marcumllp.com with "HR Director" in the subject line.

About NAIS

At NAIS, we are passionate about education and the work that we do to advance it. We are customer-focused and always strive for excellence. We work collaboratively and value creativity and initiative. We foster empathy, flexibility, and cultural competence. As an integral part of the NAIS staff, this position is expected to serve as an engaged and involved team member, supportive of the varied experiences and perspectives of internal and external colleagues; to support and actively build an office culture dedicated to superior customer service that exceeds customer expectations; and to work within the team and among teams to ensure that decisions are made to further the organization's goals, particularly the goals of modeling multiculturalism and helping to build inclusive school communities.

NAIS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.