The Director Human Resources and Talent Management leads a company-wide holistic strategy for the hiring, training and retention of personnel and talent to support OppCo’s mission and business goals. The Director will engage senior staff to meet OppCo and Member needs for talent acquisition and retention, succession planning, employee relations, performance management and professional development, compensation and benefits. The Director will advise leadership on organizational design to build a strong effective organizational culture. The Director recommends policies, procedures and practices to implement the strategic vision, and manages the day-to-day personnel-related administration, including employee hiring and exits, compensation and benefits, compliance, performance evaluations, and employee relations. In conjunction with the Finance Team, the Director manages and maximized the value of the relationship with OppCo’s Professional Employer Organization, Insperity.

Essential Job Junctions and Responsibilities

1. Strategic Direction
   a. Provide leadership and strategic direction for Human Resources (HR) in support of OppCo’s Mission, Vision, Core Values and strategic business plan and ensure that the organization is prepared for a changing environment, including:
      i. Lead OppCo-wide planning to meet personnel needs; support managers to recruit, retain, and develop top-performing employees, plan for succession in all management positions, and encourage high employee engagement and productivity.
      ii. Recommend to Senior Management policies, procedures, and practices that support OppCo’s HR strategic vision and ensure effective, fair and legally compliant administration; ensure implementation.
      iii. Advise leadership on organizational design and leadership development efforts to build a compelling work environment and strong leadership team. Partner effectively with senior leaders to coach and develop each individual. Work with the team as a group to lead talent reviews and succession planning. Provide honest, candid, and constructive feedback.
      iv. Facilitate HR Programs that enhance a culture of inclusiveness and diversity.

2. Administration and Compliance
   a. Under direction of the CEO, prepare an annual work plan and budget for Human Resources; the plan should maximize the value of the PEO. Monitor progress throughout the year and prepare reports for the Board, Partners, and other management groups as requested.
b. Develop and update the employee handbook, policies and procedures, and ensure uniform application and compliance with all federal and state employment laws.

c. Maintain all HR records and reports with appropriate controls to protect employee privacy.

d. Monitor legal and regulatory developments and adjust OppCo’s practices accordingly.

3. Talent:

a. Manage HR practice in all phases of the hiring process, including preparing and posting job ads, receiving and processing applications, managing offer process in conjunction with Executive Team and/or program manager, and on-boarding process.

b. Partner with OppCo leadership team to build an effective recruiting strategy for the organization, reflecting different markets for different types of positions, and determine appropriate level of Human Resources support.

c. Manage HR practice in all phase of the exit process, both voluntary resignations and involuntary terminations.

d. Develop / refine and support supervisors’ implementation of an employee performance management system grounded in workplan outcomes and competency-based performance evaluations that are translated into individualized professional development plans.

4. Compensation (including benefits)

a. Provide direction for employee wage, salary, and benefit programs in compliance with all state and federal regulations, including the MA Pay Equity Act. Regularly evaluate the effectiveness of these programs and recommend changes, as necessary, to maintain a high level of corporate benefit (both in employee satisfaction and appropriate risk management) at the lowest cost.

b. In conjunction with the Controller, manage annual benefit selection and support Finance Department’s management of the 401k plan if necessary.

5. Culture & Employee Relations

a. Lead organizational design and leadership development efforts that create a compelling work environment and strong leadership team. Partner effectively with senior leaders to coach and develop each individual. Work with the team as a group to lead talent reviews and succession planning. Provide honest, candid, and constructive feedback.

b. Conduct employee relations counseling as needed.

**Qualifications and Competencies**

**EDUCATION:** Bachelor’s degree required.

- Master’s degree in Human Resources, Organizational Psychology, Organizational Behavior or related field preferred.
- SHRM Senior Certified Professional or Certified Professional preferred.

**EXPERIENCE:** Minimum of five (5) years of relevant experience, and eight (8) years of
professional experience.
Specific expertise in leadership development, employee relations, compensation and benefits preferred.
Demonstrated success developing Human Resources system, or comparable administrative system preferred

SKILLS & ABILITIES:
1. Ability to partner and work effectively with senior leaders to integrate HR best practices into organizational culture
2. Solid strategic thinker; ability to drive execution and results in a collaborative environment.
3. Demonstrated ability to actively listen and provide honest, candid, and constructive feedback.
4. Excellent written, verbal, and interpersonal communication skills
5. Work as a team with a participatory style of decision-making. Work with evolving systems and structures, demonstrating the flexibility to adapt to changing environments and a heavily matrixed organization.
6. Demonstrate sensitivity to and knowledge of cultural differences.
7. Takes initiative and can work independently. Manage multiple priorities and tasks simultaneously.
8. Treat a variety of people with respect and compassion.
9. Represent OppCo in a professional manner at all times.
10. Understand and support the mission and values of OppCo.

Physical Requirements
Physical: Occasionally required to push/pull object less than 30 pounds, walk and climb stairs. Ability to travel to different worksites on a regular basis.

Sensory: Frequently required to read fine print on documents. Able to speak clearly and make self-understood, while also understanding others using the English language.

Cognitive: Continuously able to understand and relate to concepts behind specific ideas and remember multiple tasks/assignments given to others over a period of days. Able to concentrate on moderate detail in both office and field with moderate interruption. Able to attend task/function for more than 60 minutes at a time.

To Apply

Opportunity Communities, and members Nuestra Comunidad and The Neighborhood Developers, are equal opportunity organizations. We recruit, employ, train, compensate, and promote without regard to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, disability, veteran status or any other basis protected by applicable federal, state, or local law.
Submit your resume to the following link: https://www.tfaforms.com/4727949