



JOB DESCRIPTION

Title: Human Resource Manager
Reports To: Chief Operating Officer

Mission Statement:

The mission of the Black Belt Community Foundation is to forge a collective stream of giving from the community and other sources so we, the people of the Black Belt, can enhance our continuing efforts to lift ourselves by taking what we have to make what we need.

Job Summary:

The Human Resource Manager is responsible for assessing HR needs, including acquiring and onboarding talent, investigating allegations of employee misconduct, promoting the strategy and needs of the individual and organization, monitoring and reporting the effectiveness of HR programs, serving as a trusted advisor to all employees and supervisors within the organization. Develop and ensure the effective implementation of plans, systems, policies, and processes. This position requires a true strategic business partner who is collaborative and capable of building consensus and commitment toward shared outcomes.

RESPONSIBILITIES:

- Plan, develop, organize, implement, direct and evaluate the organization's recruiting, onboarding, and human resources functions and performance.
- Develop progressive and proactive compensation and benefits programs; manage vendor relationships.
- Identify competency, knowledge, and talent gaps and oversee the development of specific training programs to fill the gaps.
- Maintain current knowledge of HR policy and implications, programs, laws, and issues; develop appropriate policies and programs.
- Coordinate and facilitate HR-related audits and vendor and agency requests.
- Design and implement a strategy to optimize and integrate HR technology, enabling managers and employees to perform people-related transactions (e.g., benefits enrollment) easily, facilitate delivery of effective HR services, securely store employee data, and supports people-related decisions.
- Maintain accurate records, files, and systems in accordance with industry guidelines and in compliance/conformance with requirements established by local/state/federal regulations, accrediting agencies, vendors/customers, and other constituents.
- Oversee and meet both internal and external reporting requirements.
- Establish effective internal and external working relationships including, but not limited to, other HR, training, certification, and higher education agencies (e.g., certification agencies, local community and four-year colleges, and the broader Goodwill network)

- Promote effective and collaborative work relationships between support departments and business units to ensure superior customer service for employees.
- Lead the effective and efficient administration of the performance management process, making sure that the organization's managers are equipped to engage in constructive and ongoing feedback and coaching, collaborate effectively when co-managing staff, and encourage staff to actively participate in identifying and addressing performance gaps.
- Performs additional responsibilities related to the success of the organization.

REQUIREMENTS:

- Requires a Bachelor's degree in HR or related area; prefers a Master's or similar advanced degree.
- At least 3 years of HR generalist or business partner experience.
- Experience supervising and developing staff.
- Non-profit experience is desirable.
- Skilled with Microsoft Word, Excel, Access, and Outlook and experience with standard office equipment.
- Effective and proactive leadership, team communication, facilitation, problem-solving, decision-making, process, and continuous improvement.
- Evidence of the highest level of ethical behavior and practice can generate trust among colleagues, staff, leaders, and Board.
- Promotes and adheres to the organization's mission, vision, values, policies, and applicable laws in a fair and equitable manner.
- The typical work schedule is Monday through Friday; this full-time role requires you to work on-site.
- Successfully complete a pre-employment drug/alcohol testing, and background screening, including a DMV record acceptable to the organization's insurance carrier
- Must be able to travel to satellite office locations as needed.

BBCF CORE VALUES

The Human Resource Manager has a deep track record demonstrating the following:

- **Integrity** - Demonstrate consistency between what we say and what we do. Demonstrate consistency in how we behave across contexts and people. Reliable. Honest. Keep commitments and when that is not possible, be direct in communicating what is/is not possible.
- **Transparency** - Be clear and explicit in sharing what can and cannot be shared about projects, processes, goals, results and lessons learned. Provide visibility to as much information as is possible with consistency across groups so that there are not "favored" groups or individuals with access to information that others do not have with no business case to support "favored" access.
- **Joy and love of community and the work** - Find and celebrate successes and learnings – small and large; our own successes and learnings and those of our teammates and community. Proactively name and notice – and invite others to share in – the delights in our day-to-day work.

- **Innovative/creative/generative** - Surface – through our own work and in collaboration with others – novel ideas, solutions or strategies that challenge established thinking so that we are able to provide positive impact in our community. Identify and implement new approaches and ideas in service of community. Share what we learn.

We are an equal opportunity employer, committed to creating a diverse and healthy workplace.

Reviewed and approved by:

Supervisor/Manager: _____	Date: _____
Chief Operating Officer: _____	Date: _____
Chief Executive Officer & President: _____	Date: _____