

Food Bank of the Albemarle

JOB DESCRIPTION

Job Title:	Human Resource Director
Department:	Human Resource
Classification:	Full-Time, Exempt
Supervisor:	Executive Director

The Food Bank of the Albemarle is seeking a new leadership team member who has vision and experience in all aspects of Human Resource management to include developing policy, leading meaningful training, and strengthening employee relations through innovative programs. Ideally, the best candidate for this role will have a proven track record of developing position descriptions, overseeing employee benefits programs, administering recruitment and retention programs, and is skilled in team building for our present and future personnel.

We are a growing organization that serves a 15-county region in northeast North Carolina with a goal of alleviating poverty and food insecurity. Interested candidates should submit a resume and cover letter to fbalbemarlejobs@gmail.com by August 10, 2022. To learn more about FBA, please visit www.afoodbank.org.

Job Summary:

The Human Resource Director will plan, lead, direct, develop, and coordinate the policies, activities, and ensuring legal compliance and implementation of the organization's mission and talent strategy. Human Resource engagement is critically important to fulfilling Food Bank of the Albemarle's mission to fight hunger and poverty in northeast North Carolina.

Supervisory Responsibilities:

- Recruits, interviews, hires, and assists with onboarding new staff.
- Oversees the daily workflow of the department.
- Provides constructive and timely performance evaluations.
- Handles discipline and termination of employees in accordance with company policy.

Duties/Responsibilities:

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develop, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Diversity and Inclusion responsibilities include crafting fair company policies, implementing inclusion programs and applying objective hiring procedures.
- Experience in HR and knowledge of human rights legislation.
- Administers or oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management; productivity, recognition, and moral; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics.

- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- 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 upper management.
- Develops and implements departmental budget.
- Facilitates and tracks professional development, training, and certification of staff.
- Performs other duties as required.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Microsoft Office Suite or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

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 required.
- SHRM-CP or SHRM-SCP highly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

The Food Bank of the Albemarle is an Equal Opportunity Employer.

Salary: \$60,000 to \$65,000 per year, paid bi-weekly

Benefits: Paid time off and holidays, Health, Dental, Life/AD&D Insurance, 403(b) retirement plan