



Position Description

Director of Human Resources

Organization

RCF Connects (formerly Richmond Community Foundation) strives for healthy, thriving communities that are safe and diverse, and where families flourish and children are given new hope for a bright and abundant future. RCF Connects partners with the community to inspire leadership and to share the vision for work in five areas: Community Growth, Health, Restoring Neighborhoods, Education, and Public Safety. Our work is driven by a strong aspiration to work with our communities to strengthen economic, racial, cultural, social, and gender equity. This aspiration is expressed both in the outcomes we strive for and in the ways in which we do our work. Equity is both our organizational value and our goal. This is reflected in RCF Connects' commitment to achieve equity goals in hiring and to build a workforce with a range of experiences, backgrounds and abilities to serve our diverse communities. RCF Connects strongly encourages applicants of color to apply. To learn more about RCF Connects, please visit <http://www.rcfconnects.org/>.

Position

The Director of Human Resources is a new, full-time position with RCF Connects, reporting to the Chief Operations Officer. The Director researches and incorporates equity-based best practices in hiring and human resources policies and processes to further RCF's mission. The Director works to ensure RCF is accountable to treating all current and prospective employees equitably, and helps foster an organizational culture that embodies equity. The Director oversees RCF Connects' daily human resource functions, including planning, coordinating and directing activities such as hiring and onboarding, strategic planning with senior leadership, and responding to employee questions and concerns. The Director serves as the liaison between senior management and all other employees, and helps ensure that all staff feel welcome, heard, and supported.

Responsibilities

- Manage the staffing process, including recruiting, interviewing, hiring and onboarding; plan and conduct new employee orientations and coordinate onboarding coaching to ensure they understand organizational objectives and workplace culture as well as how they can contribute to and thrive within it.
- Administer compensation, benefits and performance management systems, and safety and recreation programs, using an equity lens.
- Provide current and prospective employees with information about policies, job duties, working conditions, wages, opportunities for professional development, paths for promotion, and employee benefits.
- Address performance challenges and workplace conflicts, including resolving disputes, conducting employee relations investigations, and supporting supervisors and employees in resolving performance management challenges. Approach conflict as an opportunity to promote healing, learning and growth.
- Develop or administer special projects that drive towards equity in areas such as affinity groups, pay equity, savings bond programs, day-care, and employee awards.
- Analyze training needs to design employee development, anti-bias training and health and safety programs. Develop training materials and performance management programs to help ensure all employees understand their job responsibilities and can achieve their full potential.
- Regularly assess the organization's human resources policies and practices and recommend needed changes to policies or systems.
- Analyze and modify compensation and benefits policies to establish competitive programs and ensure compliance with legal requirements. Create a compensation strategy for all employees based on market research, external salary surveys, and equity considerations.
- Advise all employees on organizational policy matters such as equal employment opportunity and sexual harassment prevention.

- Maintain records and compile statistical reports concerning personnel-related data such as hires, transfers, performance appraisals, compensation data, workforce demographics, retention, and absenteeism rates.
- Analyze statistical data and reports to identify and understand root causes of personnel issues. Develop recommendations for improvement of organization's personnel policies and practices to address these concerns.
- Represent organization at personnel-related hearings and investigations.
- Prepare and adhere to budgets for personnel operations.
- Study legislation, arbitration decisions, and collective bargaining contracts to assess industry trends.
- Ensure job descriptions are up to date and compliant with all local, state and federal regulations.
- Ensure RCF is in compliance with all federal, state and local employment laws.

Required Qualifications

- A bachelor's degree in human resources, labor relations, organizational development, business or related area, or 3-5 years relevant work experience.
- Experience in the human resources field, with demonstrated competence in leading teams and organizing and executing strategic employment plans with an equity lens.
- Cultural competence to work effectively with a team of ethnically and racially diverse colleagues and board of directors, including an understanding of institutional and structural racism and bias and the impacts these have on marginalized and underrepresented communities.
- Experience understanding and incorporating the perspectives of diverse communities (including race/ethnicity, culture, gender identity, sexual orientation, and socioeconomic differences), in the consideration of impacts and outcomes of employee relations. A proven track record of supporting an equity-based culture is a plus.
- Experience using Paychex or another human resources information system (HRIS), such as Workday, Zoho People, Cloud HR, or SmartRecruiters.
- Knowledge of a broad range of human resource strategies and practices, including compensation, performance management, safety, hiring and employee relations; ability to apply these strategies and practices in compliance with employment regulations.
- Ability to create a culture of diversity, inclusion, collaboration and teamwork, both among and across the organization's teams, including openness to alternative leadership, organizational and decision-making models.
- Experience with analyzing data to guide strategic employment planning.
- Excellent written and verbal communication skills in preparing materials for and presenting to diverse audiences.
- Ability to hold and advance several objectives or projects simultaneously, as well as to pause or slow down when a situation calls for deeper listening or relationship building.
- Adaptability to change and willingness to be flexible and responsive.
- Strong organizational skills, and experience in planning; demonstrated ability to meet deadlines.
- Demonstrated proficiency in the Microsoft Office suite.

Preferred

- Proficiency in another language other than English.

Salary/Benefits

- This is an exempt, full-time position.
- Salary range starts at \$72,000; initial salary will depend on experience.
- Competitive benefits package including health insurance, paid time off, matching 401K retirement plan.
- Professional/leadership development opportunities.
- Flexible work schedule.
- A workplace culture committed to supporting good quality of life for employees; this includes offering remote work capability and options in the COVID-19 environment and beyond.

Position will remain open until filled. Submit cover letter and resume to:

Stacey Street, Chief Operations Officer, sstreet@richmondcf.org

The Richmond Community Foundation is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, gender, age, national origin, veteran status, physical or mental disability, or sexual orientation.