

Human Capital Services, LLC is proud to lead the search for a Birmingham based non-profit client as their **Director of Talent and Culture**

Please submit inquiries or letters of interest to info@humancapitalservicesllc.com

Position Summary:

Ensures the delivery of Human Resources is consistent with the mission & core values of the organization. Leads the development and implementation of an innovative, best in class recruitment strategy that will attract the best and brightest talent who have a heart to do the work in support of our mission. Supports the CEO and collaborates with the Senior Leadership team in creating, monitoring, and enhancing overall engagement and culture initiatives. Builds and implements organizational effectiveness strategies focused on driving employee engagement and management issues.

Ensuring legal compliance while balancing employee advocacy and the operating needs of the business, the Director of Talent and Culture will assure managers and staff receive support and excellent customer service through information, resources, and tools that positively manage the employment experience.

Essential Functions:

- Oversees the administration of human resource programs including but not limited to compensation, benefits, and leave; disputes and investigations; performance and talent management including training and development; recognition, morale and occupational health and safety.
- Builds and implements organizational effectiveness strategies focused on driving employee engagement and retention.
- Manages the employee relations function to include conducting investigations, employee complaints, alleged violations of company policy; federal, state or local statutes.
- Provides guidance and counsel to management relative to interpretation and administration of company policies, performance concerns, disciplinary action and conflict management issues.
- Compiles key HR metrics and data from a variety of sources, including human resource information systems (HRIS), engagement surveys, exit interviews, industry best practices, and other sources; analyzes data and statistics for trends and patterns, prepares reports of data results, presenting and explaining findings to Senior Leadership to help inform business decisions.
- Monitors and ensures the company's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.

- Manages the development, update and distribution of HR policies & procedures for the company; ensures policies are administered fairly, consistently, and in accordance with the organization's standard operating procedures.

- Working with program managers, develop learning and development pathways for each position, including defining minimum knowledge and learning objectives/requirements. Assure those in supervisory roles obtain and maintain strong training in the area of people management.
- Leads the development and implementation for an engagement strategy in ongoing culture building initiatives including but not limited to employee surveys, robust employee communication focused on morale and retention. Assure diversity, equity, and inclusion are incorporated into staffing plans.
- Address opportunities related to overall staff wellness including employee recognition, holiday gatherings, health & wellness initiatives.
- Further develop and implement performance management tools, training, and tracking assuring regular performance feedback is provided to all employees and data is maintained to support performance-based wage increases.
- Assure development of Standard Operating Procedures for all functions of the Human Resources Department, including document retention. Improve processes where efficiencies can be gained. Incorporate data sources and metrics management with each.
- Review requests for reasonable accommodation. Assure any accommodations already in practice are properly documented.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge in all aspects of the human resources department.
- Strengthens and standardizes robust recruiting strategies, onboarding program and process. Strengthens and standardizes robust fare welling program and process, including stay and exit interviews.
- Provides support, guidance, and regular feedback to the HR Generalist.
- Promote and serve as a role model of organizational values and mission.

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, preferably in Non-Profit. • Broad generalist knowledge of all HR functional areas including benefits, compensation, recruitment, policy administration, compliance, employee relations, employment law, etc. • SHRM-CP or SHRM-SCP highly preferred.

Knowledge, Skills and Abilities:

- Excellent communication skills (written, speaking, listening). Experience writing emails and other employee communication, including job descriptions, newsletters, et al.
- Strong critical thinking and problem solving skills; ability to learn the new organization quickly.
- Ability to address and research employee complaints without bias or negative consequence.
- Ability to mediate employee situations and work with managers to suggest solutions.
- Ability to prioritize tasks; delegate when appropriate; ask for additional information or help without qualm.
- Ability to act with integrity, professionalism, and confidentiality. Extremely high work ethic and demonstrated level of trustworthiness.
- Thorough knowledge of employment related laws, regulations, and practice.
- Proficient in MS Office Suite, especially Word and Excel.