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## **Job Posting**

# **DIRECTOR OF HUMAN RESOURCES AND ADMINISTRATION**

### **AGENCY BACKGROUND:**

Northern Manhattan Improvement Corporation (NMIC) is a community-based, not-for-profit organization founded in 1979 that has grown into a leading multi-service agency with a \$13 million budget and over 100 staff members. NMIC serves New York City with a focus on upper Manhattan and the Bronx. Our mission is to serve as a catalyst for positive change in the lives of the people in our community on their paths to secure and prosperous futures. Integration is the cornerstone of NMIC's programs, and our staff can identify and address a broad array of immediate needs through comprehensive crisis intervention services. Clients can move seamlessly to capacity building services through programs designed to transition individuals and families to self-sufficiency. Please see our website at <http://www.nmic.org> to read more about us.

### **SUMMARY OF RESPONSIBILITIES:**

NMIC seeks a **Director of Human Resources and Administration (HR Director)** who will serve as the head of the Human Resources function and as a key business partner and peer to the management team in leading and creating initiatives, systems, and best practices to recruit, develop, and train a diverse and high-performing workforce and who will build an organizational culture that supports advancement of our mission and strategic plans. The HR Director will report to the Executive Director. In this executive role, the HR Director will help lead and develop a plan for staffing and talent strategy, internal communication processes, performance management, and leadership and professional development. Additionally, the HR Director will drive a strategy to support NMIC's efforts to attract, develop, and retain a diverse workforce and encourage innovation, learning, and cross-cultural collaboration. The HR Director will review and refresh the core human resource functions including hiring processes, onboarding, and performance management. After assessing NMIC's benefits package, including a 401(k) plan, the HR Director will work with management to make changes as needed. Evaluating current and building new HR systems will also be necessary.

### **ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

#### ***Candidate Recruitment, Hiring, and On-Boarding***

- Develop and implement targeted recruitment strategies to ensure a robust and diverse applicant pool for all openings.
- Manage the hiring process to ensure consistency across departments and appropriate communication among program, administrative, and fiscal staff.
- Provide on-boarding services and agency orientation to all new staff members and ensure department and/or program level orientations are standardized and effective.

### **Professional Development and Performance Management**

- Train, coach, and support managers to navigate evaluation, training, promotion, discipline, termination, and other HR issues.
- Collaborate with managers to update job descriptions across the agency and implement a system for regular review and revision to descriptions.
- Design and implement an enhanced performance management system for employee evaluation.
- Develop internal staff trainings and identify relevant available external trainings.

### **Benefits/Payroll Administration**

- Evaluate and update NMIC's complete benefits plan.
- Research, implement, and maintain salary scales to standardized salary ranges across the agency and relative to peer organizations.
- Negotiate benefits plan renewals to balance quality coverage with expenses for the agency and employees.
- Supervise the HR assistant for all payroll and benefits administration related responsibilities and monitor relevant reports to ensure accuracy.
- Serve as the staff lead for all 401(k) administration responsibilities (in coordination with our third-party administrator).

### **General HR Administration and Systems**

- Understand, interpret, and share relevant laws related to personnel management and ensure all HR processes and actions comply with these laws.
- Manage all HRIS systems with technical support from the Data Systems Manager.
- Review current HR systems and explore, and ultimately implement, new systems based on organizational needs.

### **Director of Administration Role (handover of responsibilities will occur over time)**

- Ultimately, supervise an administrative staff of seven including the office manager, part-time HR administrator, receptionist, and facilities staff.
- Maintain relationships with third-party IT helpdesk, technology maintenance, and security system providers.
- Support planning and budgeting for IT purchases and upgrades.
- Develop and maintain office security protocols.

### **QUALIFICATIONS:**

- Bachelor's degree required, master's degree preferred, in a related field such as Human Resources or Organizational Psychology.
- Minimum 7-10 years of HR Business Partner/Generalist experience across a range of competencies.
- Demonstrated experience leading HR department(s) through strategic and transactional change.
- Demonstrated initiative in determining new or modifying existing HR policies and procedures and effectively communicating them to staff and Board members.
- Demonstrated organizational leadership and decision-making capability at a senior management level in a collaborative manner.
- Ability to communicate to staff and Board members the short and long-term impact, specific and strategic, of HR policy and procedures.
- Ability to manage budgets and experience working closely with a CFO to achieve organizational

financial goals.

- Supervisory experience.
- Excellent verbal and written communications skills, including editing skills with meticulous attention to detail.
- Ability to achieve goals and align interests through cooperation and collaboration with other groups and cross-functional teams, even where no direct reporting relationship exists.
- Demonstrated ability to exercise sound judgment and maintain confidentiality when dealing with sensitive matters.
- Experience with employee relations.
- Experience with Workforce Now ADP and/or other HRIS software preferred.
- Spanish language fluency a plus.

## **SALARY/BENEFITS:**

NMIC offers a competitive salary based on experience and education as well as a comprehensive benefits package.

**TO APPLY:** Please send the following documents to [HR@nmic.org](mailto:HR@nmic.org)

- Cover letter
- Resume
- Salary requirements

All attachments should be in Word or PDF form. No phone calls, please.  
This position will remain posted until filled.

## **NMIC IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER**

NMIC is an Equal Opportunity Employer and actively encourages candidates of diverse backgrounds to apply for employment. Applicants must meet the minimum requirements in terms of qualifications. An equivalent combination of education and experience will be considered unless specifically stated otherwise.

July 2017