



Position Announcement:  
**DIRECTOR OF HUMAN RESOURCES**

Application Dates:  
**Revised: September 15, 2020 to October 6, 2020**

**About Us:**

Since 1981, the Foodbank of Southeastern Virginia and the Eastern Shore, a member of Feeding America™ and the Federation of Virginia Food Banks, has been providing food for hungry people throughout Southeastern Virginia and on the Eastern Shore. In support of our mission, which is “leading the effort to eliminate hunger in our community” - the Foodbank has distributed over 300 million meals throughout our 4,745 square mile service area, which includes the cities of Norfolk, Portsmouth, Chesapeake, Suffolk, Franklin and Virginia Beach as well as the counties of Southampton, Northampton, Sussex, Isle of Wight and Accomack. For up-to-date information on the Foodbank, visit [www.foodbankonline.org](http://www.foodbankonline.org), Facebook, or Twitter.

**About the Opportunity:**

The Foodbank of Southeastern Virginia and the Eastern Shore is looking for a seasoned HR professional to fill a part-time role as **Director of Human Resources**. This position will have primary responsibility for all aspects of HR and will assure that all policies, practices and programs are compliant with applicable federal, state and local laws as well as statutory regulations. The areas of focus for this position will include: talent acquisition, onboarding, training and development, performance management, compensation, benefits, and payroll. The **Director of Human Resources** will serve as a member of the Senior Management Team and provide leadership support for other teams, executive leaders, the Board of Directors’ Human Resources Committee. The **Director of Human Resources** will also help drive intentional, transformative change, consistent with the culture and strategic objectives of the organization.

**About You:**

- Are you a team player with a passion for supporting a mission-driven culture that is focused on transformative change for people facing hunger and experiencing food insecurity?
- Are you an individual who can embrace a culture and set of core values to drive engagement and an overall positive employee experience through change management and effective communication strategies?
- Are you an HR generalist who has held increasingly responsible positions with accountability for talent acquisition, onboarding, training and development, performance management, payroll and compensation and benefits?
- Are you an individual capable of resolving conflicts effectively and expeditiously?

- Are you a focused business partner, capable of assuring that HR policies, practices and programs are legally compliant and aligned with the strategic imperatives of the organization?

**If you answered yes to these questions, this could be an ideal opportunity for you!**

**Work Considerations:**

This is a full-time, exempt position based in Norfolk, Virginia and will require some remote work to ensure proper social distancing in our facility and adherence to safety precautions for our organization due to the COVID-19 pandemic.

**Educational Achievement(s):**

- Required: Bachelor's degree in business administration, human resources or related field or SPHR certification and commensurate experience.
- Preferred: n/a

**Experience Requirements:**

- Required: 8-10 years of progressive experience with increasingly responsible positions in human resources; excellent verbal and written communication skills, as well as exceptional time management skills; strong organizational skills and ability to multi-task; eagerness to promote a diverse and inclusive workplace through a keen ability to interact effectively with individuals of diverse backgrounds, experiences, and personalities; superior ability to develop and sustain positive relationships with team members, volunteers, and other stakeholders.
- Preferred: Prior professional experience with non-profit organizations or government entities.

**Compensation and Benefits:**

A competitive salary with paid time off, matching retirement contributions, and employer-sponsored health benefits for individuals and their families are just a few of the incentives that make this an exciting opportunity.

**If Interested:** Forward a cover letter, resume, and 5-year salary history to [orfrecruiting@foodbankonline.org](mailto:orfrecruiting@foodbankonline.org) no later than October 6, 2020. Submissions will be reviewed on a rolling basis until the position is filled.

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*The Foodbank of Southeastern Virginia and the Eastern Shore is an Equal Opportunity Employer. The Foodbank encourages applications from qualified persons of every race, ethnicity, national origin, religion, sex, age, veteran status, sexual orientation, and disability.*

