

Job Title: Director of Human Resources	Department: Finance	Supervisor: Chief Financial Officer
Job Code: AD136	FLSA Status (HR Use Only): <input checked="" type="checkbox"/> Salary Exempt <input type="checkbox"/> Hourly Non Exempt	Rev. Date: 12/05/2022
Min	Median	Max
\$58,042	\$65,683	\$77,712
Job Step-up Positions:		

**Position Overview:**

- The Director of Human Resources is responsible for overseeing all matters related to benefits administration, policies and procedures, payroll, compensation, and worker’s compensation.
- Responsible for recommending, planning, coordinating and directing specific activities that will maximize the strategic use of all available human resources.
- Will implement and maintain various HR functions such as: Recruiting and Selection, Training and Development, Performance Management, Compensation, Benefits, Policy & Procedures, and Regulatory Compliance.

**Work Hours/Shift:** Full Time- Monday thru Friday

Position requires working nights and/or weekends

**Duties and Responsibilities:**

- Administer compensation, performance management, and benefits programs.
- Provide assistance and counsel to all employees, as needed, regarding Human Resource issues.
- Provide advice and counsel to the executive staff on organizational policy matters such as equal employment opportunity, harassment, diversity, etc., and make recommendations as needed.
- Ensure compliance with all local, state, and federal regulations pertaining to Human Resources.
- Handle all communications with local, state and federal government agencies relating to Human Resources issues; i.e. EEOC charges, unemployment claims, ADA violations, etc.
- Make recommendations to the Chief Financial Officer regarding the implementation of new programs directed toward improving employee performance, morale and wellness.
- Analyze, identify and address employee development needs/issues.
- Compile statistical analysis on performance, compensation, turnover and benefits utilization, etc.
- Develop, maintain, and administer personnel administration (records and reports)
- File with vendors all relevant paperwork associated with employee benefit enrollment and updates, including those related to health, dental, disability, and life insurance as well as the retirement plan.
- Maintain an updated Employee Handbook.

*Foodbank of Southeastern Virginia (referred to below as the "Foodbank") employees are "at-will" employees. Nothing in this Job Description should be construed as creating an express or implied employment contract that will bind either employees or the Foodbank.*

*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.*

- Responsible for orientation of new employees as well as terminations. Processes all associated paperwork. Keep all personnel files current.
- Maintain the organization chart.
- Serve as the staff liaison with the Board's Human Resources Committee.
- Commit to and understand the FSEVA's mission. This includes active participation in sharing the mission, vision and values of the organization, internally and externally, creating a culture of active philanthropy for and through all staff.
- Supervise volunteers during tasks/assignments and show/share responsibility for the overall Volunteer Experience at the Foodbank.
- Complete other tasks as assigned or requested by the direct supervisor, department head or Senior Management.

**Educational Achievement:**

- Minimum: Bachelor's Degree in Human Resources or relevant business degree
- Preferred: Master's degree

**Work Experience:**

- Minimum: 7 years of relevant experience within a progressive Human Resources environment.
- Preferred:

**Required Skills, Abilities & Certifications/Licenses:**

- Ability to write routine reports and correspondence.
- Ability to effectively present information and respond to questions from employees and vendors.
- Solid knowledge of MS Office products, specifically Word, Excel and PowerPoint
- Able to address difficult issues and make tough decisions.
- Strong interpersonal skills
- Excellent verbal and written communications skills
- Valid Driver's License

**Preferred Skills, Abilities & Certifications/Licenses:**

- SHRM Certification, PHR Certification

**Physical Demands:** While performing duties of this job, the employee is regularly required to when working in office or warehouse environment.

This job requires that weight be lifted or force be exerted up to 25 pounds when handling donations, documents and files.

Close vision (clear vision at 20 inches or less) working with documents, computer screens and filing.

Distance vision (clear vision at 20 feet or more), peripheral vision, depth perception and ability to adjust focus when operating equipment.

Regularly required to talk or hear when communicating with employees and clients.

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- Use hands and fingers to handle, or feel
- Reach with hands and arms
- The employee frequently is required to stand and or walk for extended periods of time.
- The employee must be able to climb or balance.
- The employee is occasionally required to stoop, kneel, crouch, or crawl.

**Travel Requirements:**

- Local to branch locations or pantry sites.
- Occasional overnight required for training

**General Sign-off:** Employees are expected to adhere to all company policies and procedures.

I have read and understand this explanation and the job description.

Employee Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Print/Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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