



Job Announcement

DIRECTOR OF HUMAN RESOURCES

The Organization

Community Partners offers expert guidance, essential services, and a strong dose of passion to help foster, launch, and grow creative solutions to community challenges. For nearly 25 years, hundreds of individuals, groups, foundations and other institutions have worked with Community Partners to create new nonprofit projects, establish coalitions, and manage major philanthropic initiatives to benefit the region.

Across all program areas, Community Partners works toward our organizational vision: A vibrant society in which individuals and institutions use knowledge, resources, and relationships to build equitable, democratic and thriving communities.

Our work includes:

Fiscal Sponsorship

We provide the structure, finance and administrative services, expert counsel and connections that help nonprofit leaders succeed.

Intermediary Services

We help foundations, corporations, government agencies and other institutions achieve greater impact.

Knowledge Sharing

We offer workshops, reports, speaking engagements and a range of publications help strengthen the field.

Community Partners today works with upwards of 150 projects and initiatives and manages roughly \$44 million in revenues annually. Our work spans the fields of civic engagement, arts and culture, education, social justice, health, public policy, social services and youth. To learn more, please visit us at www.CommunityPartners.org.

The Position

Community Partners seeks a full time Director of Human Resources. Reporting to the Chief Financial Officer, this position will administer and ensure the use of best HR practices throughout a growing organization with over 500 employees in multiple states. This position will provide leadership and guidance in all personnel matters including recruitment and selection, benefits management, compensation, training and development and employee relations. The HR Director will also be responsible for developing human resources strategies to support the organization's strategic priorities.

Responsibilities include

- Provide supervision, coaching and mentoring for a human resources team of three
- Manage all day-to-day activities of the human resources function, providing oversight and executing tasks as needed
- Ensure the policies and practices of the organization comply with applicable provisions of federal, state and local labor laws in a manner that keeps at the forefront the social causes spearheaded by Community Partners and the directors of fiscally sponsored projects
- Provide counsel to directors of fiscally sponsored nonprofit projects on specific staff and employee relations issues
- Conduct trainings for directors of fiscally sponsored nonprofit projects to assist them with general HR and staff issues
- Implement and maintain systems to support the volunteer management strategies of the organization
- Create and revise HR policies and procedures and update employee handbook as needed
- Define, develop and sustain a talent strategy for 40 core staff that considers organization culture, current human capital, staffing levels, and external factors. Based on the strategy, develop the appropriate talent and HR programs focused on growing employee talent and creating an optimal work environment
- Oversee annual performance review process
- Develop, implement, and communicate staff engagement survey; manage subsequent action and organizational change warranted by survey results
- Support open communication throughout the organization and proactively drive internal communication on topics that affect all staff
- Track and analyze HR metrics
- Monitor and sustain compensation philosophy and advise senior management
- Provide compensation compliance guidance to directors of fiscally sponsored nonprofit projects
- Manage activities such as annual 403b audit and workers' compensation renewal
- Additional responsibilities, as assigned

Qualifications

Required

- A minimum of 12 years of hands-on experience in all functional areas of human resources
- A minimum of 5 years of experience in leading and managing a human resources team
- Experience and/or comfort with operating in knowledge organizations (e.g. philanthropy, academia, research institutions, management consulting, law)
- Experience working with diverse groups and in a team environment, with a collaborative and consultative style
- Highest degree of integrity and confidentiality
- Ability to demonstrate exceptional client service to the needs and opportunities presented by a diverse range of independent thinkers and social entrepreneurs
- Excellent organizational, analytical, and written/oral communication skills
- Attention to detail, with the ability to plan well ahead of routine deadlines and anticipate administrative support needs
- Ability to manage multiple priorities and deadlines
- Ability to identify issues, obstacles and opportunities and then develop and implement effective solutions in a collaborative and creative manner
- Ability to design and facilitate training programs on various HR topics
- Master's degree or equivalent
- Proficiency in Microsoft Office

Preferred

- Certified as SHRM-CP®, SHRM-SCP®, PHR® or SPHR®
- Experience in the nonprofit sector
- Exposure to providing human resources services to virtually-based employees
- Human resources experience with a multi-state employer
- Experience with employee benefits and reconciliation
- Expertise with human resources information systems (HRIS)

Compensation

Salary is competitive and commensurate with experience. Benefits include paid holidays and vacation, a 403(b) plan with employer match, medical, dental, vision, flex spending, Metro pass, and a range of professional development opportunities. Community Partners has a 9/80 workweek option under which employees may elect to work 80 hours in 9 days and take every other Friday off.

Application

Interested applicants should send a cover letter and resume as a single PDF attachment to: Jobs@CommunityPartners.org. Please include "HR Director" and your name in the subject line of your email.

Community Partners is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider qualified applicants with criminal histories in a manner consistent with the Los Angeles Fair Chance Initiative for Hiring.