



Position Title: Director of Human Resources
Reports To: Chief Financial Officer
Department: Finance and Administration
Status: Exempt/Salary
Grade Level: 13
Pay Range: \$100,500 - \$110,000
Work-From-Home Eligible: Up to 40% of time

Our Mission: To improve the quality of life for all Rhode Islanders by advancing solutions to the problem of hunger.

Our Vision: We envision a state where no one goes hungry.

Diversity Statement: The Rhode Island Community Food Bank embodies diversity, serving every part of our state and engaging people from all communities and backgrounds in our work. We are an open and inclusive organization that welcomes, respects and values all people. Diversity strengthens our organization, so we take responsibility for attracting employees, volunteers and supporters with diverse identities and life experience. When we seek out, recognize and cultivate diversity within our staff, we create an enriched and more inclusive work environment. Ultimately, it is our collective wisdom that enables us to achieve our mission with creativity and compassion.

Nature & Scope

The Director of Human Resources is responsible for developing and implementing HR strategies, policies, and initiatives that align with business objectives, ensuring compliance with labor and ERISA laws, fostering a positive company culture, and enhancing the overall employee experience. The Director of Human Resources will oversee talent management, administration of the HRIS, including payroll, compensation and benefits, performance management, employee relations, and leadership and staff professional development. The Director of HR is instrumental in shaping and driving a high-performance culture by enhancing the RICFB's commitment to its employees and strengthening its position as an employer of choice.

Principle Responsibilities and Essential Functions

Strategic Leadership:

- Develop and implement HR strategies to support the RICFB's strategic goals and objectives and elevate the RICFB as an employer of choice.
- Collaborate with management to enhance culture, engagement, performance, and retention through various programs.

Talent Management:

- Oversee the recruitment and selection process to source, identify and select the most qualified candidates from a diverse pool.
- Establish and administer a robust onboarding program for all new employees.
- Develop and implement career planning, succession planning, leadership & staff development programs.
- Manage change processes to ensure smooth transitions and minimal disruption to the organization.

HRIS and Payroll Administration:

- Oversee the HRIS system, including the development and utilization of HR metrics and analytics to inform HR decision-making.
- Guide the development of an HR Dashboard of key workforce metrics for the organization.
- Design and implement a strategy to optimize and integrate HR technology, to enable HR, managers and employees to easily perform transactions (e.g. benefits enrollment and performance management).
- Supervise the payroll function, ensuring compliance with laws and tax obligations.

Compensation Programs:

- Oversee the annual review and benchmarking of the compensation programs. Ensure that compensation practices follow all labor laws and support the company's strategic goals.
- Manage and communicate compensation program guidelines and information to employees, managers, directors and senior managers.

Benefit Programs:

- Research, benchmark and recommend health and welfare benefit programs and recommend changes to existing plan design as appropriate.
- Negotiate benefit offerings with benefit brokers and review and renew contracts to ensure high quality benefits at cost effective pricing.
- Oversee the open enrollment process, including employee meetings and communication of benefit plan offerings.

- Administer the 401(k) Plan, and facilitate program changes, including plan amendments in conjunction with the CFO and the board finance committee, external Investment Advisors and 401(k) Trustee and Recordkeeper.
- Ensure compliance with all federal and state laws and regulations for benefits offered by the RICFB.

Performance Management and Employee Relations:

- Develop, implement, review and recommend changes to the performance management system to support a high-performance culture and continuous improvement.
- Train and support managers, directors and senior managers to navigate the performance management process, including the annual performance evaluation process, disciplinary process, termination process, and other HR issues.
- Address employee relations issues, ensuring a fair and consistent approach.

Compliance and Risk Management:

- Remain current on the ever-changing labor law landscape and ensure all personnel policies are updated as needed and in compliance with federal and state laws and regulations.
- Develop policies and procedures that promote a respectful, professional workplace. Recommend addendums or updates to HR policies as deemed necessary by law or to maintain best practice in the industry.
- Educate and advise senior managers and managers on HR-related legal and regulatory matters to ensure they understand their role related to certain labor laws and company policies/programs.
- Oversee the accurate and timely filing of the Affirmative Action Plan, EEOC, Vets, OSHA and ACA and other required annual reports.

Culture and Employee Engagement:

- Lead communications of all HR related programs.
- Foster a positive and inclusive workplace culture that aligns with the company's mission, vision and values and promotes employee satisfaction.
- Participate in guiding the strategic activities of the Wellness, and Diversity, Equity & Inclusion committees to help shape RICFB's culture.
- Research trends in employee engagement and make recommendations to the CFO and senior managers on engagement initiatives to ensure RICFB achieves its strategic goal of being an employer of choice.
- Ensure RICFB retains its valued employees by implementing surveys, acting on feedback, and by cultivating relationships with managers and staff to maintain an informed pulse on employee engagement levels.

General HR Administrative and Systems:

- Partner with the Director of Communications to create and maintain the RICFB’s employee SharePoint Site.
- Facilitate the monthly staff meeting with the assistance of the compensation and benefits manager.
- Approve benefit and other HR related invoices.
- Direct the work of the compensation and benefits manager.

Qualifications:

- BS degree in human resources or a related field and a minimum of 7-10 years of HR experience, with at least 2 years in a leadership or management role.
- Experience interpreting HR, payroll & benefit laws and regulations.
- Demonstrated initiative in determining new or modifying existing HR policies & procedures and effectively communicating them to the Board, senior management and staff.
- Established organizational leadership and decision-making skills at the director level.
- Demonstrated supervisory skills.
- Excellent verbal & written communication skills with attention to detail.
- Ability to achieve goals and align interest through cooperation & collaboration with other departments or teams, even where no direct reporting relationship exists.
- Experience with employee relationships and conflict management.
- Experience with Microsoft Office 365 and HRIS systems, preferably ADP Workforce Now.
- The individual must be self-motivated and committed to workplace participation and diversity with the ability to work as a team. Also, it is necessary that the individual understand and agree with the vision and mission of the Rhode Island Community Food Bank and be committed to providing services to people facing situations of hunger and poverty.

I have read the above job description and understand the job responsibilities set forth.

Employee Signature: _____ **Date:** _____