

POSITION: DIRECTOR OF HUMAN RESOURCES
GRADE: 6
REPORTS TO: CHIEF EXECUTIVE OFFICER

PAY

The YWCA Richmond has been serving women and children in the Greater Richmond community since 1887. As a leading organization in early childhood development and domestic and sexual violence services, the YWCA envisions a community that protects the vulnerable, reaches out to those in need, honors personal courage, celebrates women's successes and embraces diversity and equality.

Summary

The Director of Human Resources has an important operational role and the opportunity to make a big impact in a time of organizational expansion. The Director reports directly to the Chief Executive Officer and guides the YWCA's executive leadership team in all human resources matters. The Director leads a small team, oversees recruitment and onboarding, and directly manages employee relations, benefits administration, compensation, and human resources compliance.

As the YWCA's programs grow rapidly, the Director of Human Resources will have near-term opportunities to develop professionally, contribute to the organization's strategy, and advance their career. This is a great opportunity for an HR professional with at least five years of experience who enjoys new challenges in a mission-focused setting. It will also be the right fit for a professional who thrives in a diverse, on-site environment on a small, supportive team.

This is a full-time, salaried position located on site at 6 N. 5th St., Richmond, VA 23219. This position supervises up to three direct reports. This position reports directly to the CEO. This position is not open to remote candidates.

Required Qualifications

- A bachelor's degree is required.
- Professional HR certification preferred (SHRM-CP/-SCP, PHR).
- At least 5 years of professional human resources generalist experience, including experience with employee relations, benefits administration, and compensation.
- Previous experience with Paycor HRIS is preferred.
- The ability to work on site in downtown, Richmond, Virginia.

Required Skills and Knowledge

- Proficiency with Microsoft applications, including Outlook, Teams, and Excel.
- Thorough knowledge of human resources compliance governing 50+-employee organizations in Virginia, including relevant laws.
- Excellent judgment, with the ability to handle difficult issues and conversations with sensitivity, tact, and compassion.
- Excellent organizational skills, with the ability to develop and maintain systems for information, plan ahead, and multi-task.
- Impeccable discretion and track record of keeping privileged and sensitive information confidential.
- Strong communication skills.
- Good technical aptitude, with the ability to quickly learn new technologies and applications.
- Flexibility and adaptability to changing priorities and organizational needs.
- Developing managerial skills with an interest in further leadership development.

Primary Responsibilities

- Provide advice and guidance to the CEO and other executive leadership on HR and employment

matters.

- Manage the organization's benefits programs for all employees, including: vendor and broker relationships, enrollments, communication with employees and prospective employees about benefits and changes to benefits, processing leaves, and verifying and processing documentation for COBRA. Supervise administrative processes, including invoice reconciliation and offboarding.
- Directly handle employee relations issues, conducting and documenting investigations where necessary. Coach and advise managers on employee performance issues and personnel matters.
- Oversee the recruitment and onboarding processes, including support for job descriptions, job advertising, applicant screening, interviewing, background checks, and new hire orientation.
- Support the recruitment and onboarding process for volunteers.
- Process unemployment and workers' compensation documentation.
- Manage and maintain the organization's Human Resources Information System (HRIS) in collaboration with the Finance team. Manage personnel records for all staff.
- Oversee the implementation of the organization's compensation policies and manage any changes. Actively participate in the annual compensation budgeting process.
- Manage the organization's mandatory training and statutory compliance; keep records and submit reports as required by law.
- Stay abreast of changes in employment laws and rules in Virginia and continue to maintain up-to-date professional knowledge about compliance.

YWCA Richmond is an equal opportunity employer and conducts all business activities, including hiring, promotion, and other employment decisions, without regard to the employee's or applicant's race, color, creed, religion/religious affiliation, ethnicity, ancestry, national origin, citizenship status, age, sex (to include sexual orientation, transgender status or gender identity), disability, pregnancy, maternity/paternity status, marital status or civil partnership, genetic information, military/veteran status, victims of domestic violence or crimes, or other legally protected class.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. The incumbent is expected to perform other duties necessary for the effective operation of the department.