

## Job Posting

**Position Title:** Human Resources Director

**Reports To:** Executive Director

**FLSA Status:** Full-time; Exempt, Salaried

**Kalamazoo Loaves & Fishes' Agency Mission:**

We will feed hungry people and engage the community in the fight to end hunger.

**Position Summary:**

The Human Resources Director originates and leads Human Resources practices and objectives that will provide an employee-oriented and high-performance culture that emphasizes the organization's mission, vision and core values. This position works independently under the general supervision of the Executive Director, serves on the management team, and assists and advises leaders on human resources related issues.

**Responsibilities:**

- Partners with colleagues and the Executive Team to ensure business alignment, mutual trust and accountability, positive business results, and organizational effectiveness.
- Develops short-term and long-term solutions for recruiting and retention; develops staffing-related processes and procedures.
- Directs the volunteer functions of the organization, including the management of a full-time Volunteer Coordinator and strategic planning for volunteer recruitment, recognition and retention.
- Creates and implements a comprehensive, on-going training plan for volunteers at all levels of the organization to ensure safety and maximum effectiveness.
- Works closely with the Volunteer Coordinator and department supervisors, manages the onboarding process of new volunteers, which includes conducting background checks, delivering adequate training, and establishing a plan for continued feedback.
- Collaborates with department supervisors to address significant volunteer issues, including injuries and conflicts.
- Ensures for the development of an engaged talent pool to meet service and growth.
- Conducts on-going training needs assessments and recommends training programs; delivers and facilitates the training and/or develops external vendor relationships to provide solutions.
- Develops and conducts an effective on-boarding program that introduces organizational policies, procedures, organizational culture and facilitates staff retention.
- Champions a compensation philosophy that is both market-based and performance-based to ensure that all employees are appropriately rewarded.
- Oversees the annual merit review and employee recognition process while ensuring that performance management is an ongoing process.
- Collaborates with a benefits broker, direct benefit administration and vendor selection; assesses benefit needs, trends, and recommends changes.
- Tracks, monitors, and ensures compliance with all applicable employment laws and provides policy guidance and interpretation.
- Develops and administers all human resource-related processes and policies including the employee handbook; ensures governmental reporting requirements

- Proactively and reactively resolves employee issues; acts as a resource to supervisors in handling personnel-related issues which includes performance management issues; monitors the implementation of a Performance Improvement Plan (PIP) process; handles all EEOC matters.
- Develops processes and metrics that support strong performance and the achievements of business goals.
- Manages the budget and other financial measures within the HR department; maintains HR departmental metrics and dashboard to high-level reporting leadership.
- Develops a safety and security plan for staff and volunteers; leads the implementation of the safety and health programs; monitors the tracking of OSHA required data; assumes responsibility for establishing and maintaining an injury and illness prevention plan; distributes safety notices, workers' compensation required notices and investigates staff incident reports.
- Manages and performs all aspects of the payroll function which includes the processing of employee payroll payments on-time and through the appropriate channels, calculates and deducts accurate amounts from payroll checks including tax withholdings and other garnishments, completes HR reporting documents, and obtains and verifies direct deposit banking information.
- May perform additional duties, as assigned.

**Position Requirements:**

- Bachelor's Degree in Human Resource Management, Business Administration, or a related field is required.
- PHR/SPHR and/or SHRM-CP/SCP certification is preferred.
- Minimum of five (5) years' experience in a Human Resources Management position is required.
- Experience working in a non-profit organization is preferred, although not required; experience recruiting for and managing volunteers is desirable.
- Proficient knowledge of Federal & State employment law is required.
- Generalist background with broad knowledge of human resource management, compensation, organizational development, performance management, staffing and employee relations.
- Ability to provide metrics and measurement around HR initiatives, goals, and progress.
- Must be able to make decisions and have organizational management skills, which will be used systematically.
- Ability to exercise a high level of independent judgment and action.
- Superior relationship building skills and the ability to effectively interact and engage with all levels.
- Demonstrated experience leading, developing, and inspiring a team of professionals.
- Excellent analytical and problem-solving skills.
- Demonstrates a sense of urgency, prioritizes well, shows energy, responds to opportunities, instills urgency in others, and meets deadlines.
- Previous payroll experience is required.
- Demonstrated experience with Microsoft Office applications.
- Partners with colleagues and the Executive Team to ensure business alignment, mutual trust and accountability, positive business results, and organizational effectiveness.

**Physical Requirements:**

- Frequently required to use hands and fingers to handle, feel or operate equipment and reach with hands and arms.
- Frequently sits throughout the day.
- Occasionally required to lift, move, carry, pull and push files/objects up to 10 pounds while sitting, standing, climbing or walking.
- Required to regularly talk and hear.
- Required to occasionally stand and walk.
- Specific vision abilities required include: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- Regularly speaks clearly, using the English language.

**Work Environment:**

- Frequently in the general office environment; lighting and temperature are adequate and there are no hazardous conditions.
- Exposed to temperature conditions common at the time.
- Noise level is usually moderate/conversational.

**Kalamazoo Loaves & Fishes' Non-Discrimination Policy:**

No person shall be excluded from KLF services, employment or volunteer participation because of ethnicity, race, national origin, age, height, weight, genetic status, gender identity, sexual orientation, marital status, economic circumstance, veteran status, physical and/or mental abilities/characteristics, philosophy/religion, or any other status that is protected by State of Michigan or federal law or by local ordinance for those jurisdictions where KLF operates.

**Equal Opportunity Employer:**

KLF is committed to fair employment practices, equal employment opportunity and to promote diversity in its broadest definition. Equal employment opportunity means compliance with state and federal regulations as well as following those practices which promote diversity and fairness of employment opportunity. Fair employment practices mean that all employees shall have access to the various aspects of employment such as hiring, promotion, compensation, and training. It is the policy of KLF that all employees and applicants for employment share fairly in these aspects of employment.

**To apply for this position, please submit your resume and cover letter to [Jennifer@kzoolf.org](mailto:Jennifer@kzoolf.org).**

**You may also mail or drop off your resume and cover letter to:**

Kalamazoo Loaves & Fishes  
901 Portage St.  
Kalamazoo, MI 49001  
Attn: HR Dept.

