



**POSITION:** Director of Human Resources

**REPORTS TO:** President/CEO

**HOURS:** Full Time

**SALARY:** \$82k - \$87K Annually

**LOCATION:** Administrative Service Center - 3875 S. 66th St., Tacoma, WA 98409

## DEPARTMENT OVERVIEW

The Boys & Girls Clubs of South Puget Sound (BGCSPS) is a non-profit organization that **CHANGES LIVES** through quality programs and guidance in a safe, affordable and fun environment. BGCSPS's mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens. We have been providing a safe, fun and positive environment at our sites with trained and dedicated professional staff for more than 81 years. Members are involved in age-appropriate activities based upon our three priority outcomes of *Academic Success, Character Development and Healthy Lifestyles*.

## POSITION SUMMARY

The Director of Human Resources provides strategic leadership by actively contributing to the development of the organization's business strategy and transitioning between high level strategy and hands-on functional work as appropriate. The Director of HR is responsible for developing and executing human resources strategy in support of the overall business plan and strategic direction of the organization, specifically in areas of succession planning, talent management, change management, performance management, training & development and compensation & benefits. This is a **Hybrid Position**, meaning you have the option to work remotely 2 days a week, or more with your supervisor's approval.

## FUNCTION/TASKS

- Establish and implement HR efforts that effectively communicate and support the organization's culture, mission and strategic vision. Develop and implement HR plans, strategies and budget to support the achievement of the overall BGCSPS business objectives & comply with BGCA guidelines.
- Develop and implement comprehensive compensation and benefit (health and retirement) plans that are competitive and cost effective for BGCSPS & are in alignment with BGCA recommendations and requirements.
- Function as a strategic business advisor to the leadership team regarding organizational and management issues. Support management by providing human resources advise, counsel, analysis and decisions.
- Guide management and employee actions by researching, developing, writing and updating policies, procedures, methods, and guidelines; communicate and enforce organization values.
- Develop a comprehensive strategic recruiting and retention plan to best meet the human capital needs of the organization, clarifying issues and priorities, communicating and coordinating requirements, expediting fulfillment, evaluating optional courses of action & changing assumptions and direction as needed.
- Develop and implement comprehensive intern and volunteer programs to include growth in sourcing, deployment of skills and retention/recognition and reporting data for financial strategies.
- Provide overall leadership and guidance to HR function by overseeing/managing talent acquisition & on-boarding, career development, succession planning, employee relations & retention, training and leadership development, compensation and benefit programs. Manage resources related to all HR programs, financial and human, with prudence and integrity.
- Establish sound plan of management succession that corresponds to the strategy and objectives of the organization.

- Proactively share knowledge and mentor/provide training to employees that drive development of personal and team capabilities.
- Enhance dept and organization reputation by accepting ownership for accomplishing new and different requests; using creativity to explore opportunities that add value to BGCSPS.
- Comply with federal, state and local legal requirements by studying existing and new legislation; anticipating legislation; enforcing adherence to requirements; advising management on needed actions. Ensure accountabilities for functions related to EEO compliance, records retention, health and safety.
- Research, implement and maintain cost effective and sound technology solutions for HRIS management. Ensure user interface is safe, user friendly and fully utilized.
- Update job knowledge by participating in conferences, educational opportunities and BGCSPS events; reading professional publications; maintaining personal networks; participating in professional organizations. Leverage external resources to partner where appropriate.

## ORGANIZATIONAL RELATIONSHIPS

Indicate number of direct reports (full management authority): 1 generalist, 1-2 interns/volunteers. Indicate number of indirect reports (supervisory/lead authority): Finance team resources regarding Payroll and HRIS operations

## RELATIONSHIPS

Internal: Maintains close, daily contact with President & CEO and Chief Operating regarding organizational strategy, program objectives and standards, discuss issues, and provide/receive information. Maintains contact with Board of Governors, organizational leadership and staff on a regular basis.

External: Maintains contact with external partners and others to assist in resolving problems and issues, leveraging knowledge/resources and identifying and making new opportunities.

## ORGANIZATIONAL AUTHORITY

### **Types of decisions made in this position:**

Employee relations and performance management issues and resolution, hiring and termination decisions, salary recommendations made in conjunction with line managers and senior leadership.

### **Types of decisions referred to others:**

Executive compensation and policy changes to be finalized and approved in conjunction with CEO and ad hoc Personnel committee (part of Board of Governors). Use legal counsel for expertise when necessary. Changes to benefit plans reviewed and finalized in conjunction with CEO with broker assistance and expertise in research and negotiating with vendors.

## KNOWLEDGE AND SKILLS:

Human Resources management, Hiring, Developing standards, Fostering teamwork, Management proficiency, Financial management, Promoting process improvement & change management, Building relationships, Interpersonal skills, Retaining employees, Organizational awareness & acumen

## EDUCATION AND WORK EXPERIENCE:

Four year degree from an accredited college or university, or equivalent experience. Certified PHR – Professional Human Resource or SPHR – Senior Professional Human Resource, MBA preferred.

Minimum 5 years of progressively responsible human resources experience.

Ability to bring immediate credibility to the human resources function through professional qualifications and leadership skills as well as project the highest levels of integrity.

Superior interpersonal communication and presentation skills, as well as proven organizational skills.

Ability to strategically and tactically evaluate and implement HR related programs and initiatives.

Demonstrated background in talent management, leadership management; as well as ability to attract and retain outstanding talent and assemble and motivate high performance teams.

Demonstrated ability in working with young people, parents and community leaders to bring consensus around HR strategy and initiatives.

Local travel as appropriate to implement HR initiatives, approximately 10-15%.

#### **PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

As an employer with licensed, licensed exempt, and work sites inside schools, we require our employees, new hires, and qualified applicants to be fully vaccinated by October 18th as a condition of employment. There are limited exceptions under law which employees may apply for, including legitimate medical reasons and sincerely held religious beliefs.

Physical requirements of the position are minimal and generally include work in a normal professional office environment.

**NOTE:** *The information presented indicates the general nature and level of work expected of employees in this classification. It is not intended to contain, or to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.*

#### **EQUAL OPPORTUNITY EMPLOYER:**

BGCSPS provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws. It also includes a perception that anyone having any of those characteristics or is associated with a person who has or is perceived as having any of those characteristics. All such discrimination is unlawful.

Our mission is to enable all young people, especially those who need us most, to reach their full potential as productive, caring, responsible citizens.

**For consideration, please email a cover letter expressing interest, current resume, and 3 references to the Human Resources at [jobs@bgcsp.org](mailto:jobs@bgcsp.org).**