



Director of Human Capital

Background: CCL's vision is a community where everyone thrives. Too often resource and economic opportunity limit participants' choices and capacity to achieve their goals and vision. CCL partners with those held back by lack of resources and economic opportunity in order to uncover possibilities, overcome barriers, and realize their potential. Partnership takes many forms: coaching, training and educating, and coalition building, advocacy and organizing are the primary ways that goals and potential are realized.

Position Overview:

The Director of Human Capital will plan, lead, direct, develop, and coordinate the policies, activities, and staff involved in human resources, ensuring legal compliance and implementation of the organization's mission, talent strategy and strategic plan.

Duties/Responsibilities (90% of time)

- Collaborates with senior leadership to understand the organization's goals and strategy related to staffing, recruiting, and retention.
- Plans, leads, develops, coordinates, and implements policies, processes, training, initiatives, and surveys to support the organization's human resource compliance and strategy needs.
- Administers and oversees the administration of human resource programs including, but not limited to, compensation, benefits, and leave; disciplinary matters; disputes and investigations; performance and talent management and evaluation; productivity, recognition, and morale; occupational health and safety; and training and development.
- Identifies staffing and recruiting needs; develops and executes best practices for hiring and talent management.
- Conducts research and analysis of organizational trends including review of reports and metrics from the organization's human resource information system (HRIS) or talent management system.
- Monitors and ensures the organization's compliance with federal, state, and local employment laws and regulations, and recommended best practices; reviews and modifies policies and practices to maintain compliance.
- Maintains knowledge of trends, best practices, regulatory changes, and new technologies in human resources, talent management, and employment law; applies this knowledge to communicate changes in policy, practice, and resources to upper management.
- Co-develops and implements departmental budget.
- Facilitates and tracks professional development, training, and certification activities for staff.

The aforementioned job description can and will be updated based on need by the Executive Director. This description should not be construed to contain every function or responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related functions as assigned.

- Manages and coordinates volunteer placements within the organization.
- Leads on-boarding and off-boarding of staff, volunteers and interns.
- Performs other duties as required.

Participate in Leadership Development (5% of time):

- Lead long-term planning efforts, including an initiative geared toward operational excellence.
- Participate in supervision and mutual accountability as a coachee, designing professional and leadership goals via the coaching process of: Visioning, Goal setting and Action Planning.
- Participate in Team Meetings and CCL Staff Meetings, leading where appropriate.
- Participate in other non-CCL trainings that may be instrumental to CCL in general.
- Represent CCL externally as a staff leader, attending external meetings concerning financial management, HR or risk management issues and be active in any necessary initiatives as necessary or requested.

Participate in Strategic Activities (5% of time):

- Participate in Strategic Planning activities and meetings.
- Participate in CCL's Resource Development efforts, including coordinating staff leadership around staff fundraising efforts.
- Participate in CCL's Innovation and Learning efforts, including supporting the Executive Director in implementing new innovation goals, integrating innovations into service delivery and evaluating innovations.

Required Skills/Abilities:

- Uses a DEI approach.
- Ability to work well in a culturally diverse environment and with all levels of the organization.
- Ability to handle all situations with diplomacy, tact, and the highest level of confidentiality.
- Excellent verbal and written communication skills.
- Excellent interpersonal and negotiation skills.
- Excellent organizational skills and attention to detail.
- Excellent time management skills with a proven ability to meet deadlines.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Ability to adapt to the needs of the organization and employees.
- Ability to prioritize tasks and to delegate them when appropriate.
- Thorough knowledge of employment-related laws and regulations.
- Proficient with Google workstation or related software.
- Proficiency with or the ability to quickly learn the organization's HRIS and talent management systems.

Education and Experience:

- Bachelor's degree in Human Resources, Business Administration, or related field required; Master's degree preferred.
- At least five years of human resource management experience is preferred.
- SHRM-CP or SHRM-SCP highly preferred.

Physical Requirements:

- Prolonged periods of sitting at a desk and working on a computer.
- Must be able to lift 15 pounds at times.

Salary and Benefits:

Salary range is \$70,000 - \$80,000 annually. This is a full-time (40 hours a week) exempt position that includes health, dental and vision insurance, life, short-term and long-term disability insurance as well as generous paid time off (*4 weeks paid vacation, 7 sick days, 4 personal days, 12 paid holidays*). Additional benefits include flexible savings account, commuter benefits, employer matched retirement plan, employee assistance program and sabbatical leave.

To Apply: Please e-mail your cover letter and resume to careers@CCLconnect.org. No calls please.

Women, people of color, LGBTQ, people with disabilities and veterans are strongly encouraged to apply.
CCL is an Equal Opportunity Employer.