

## **CLIENT OVERVIEW**

The mission of this financial organization is to partner with member shareholders in the region to provide competitively priced funding, a reasonable return on investment, and support for community investment activities to promote home ownership.

## **POSITION OVERVIEW**

The HR Director leads and works as a strategic partner to the business, collaborating with and advising senior leadership on human resource best practices. The HR Director will also lead and play a critical role in driving a high-performing culture. This role is responsible for overseeing and execution of the HR strategy within talent acquisition, performance management and employee engagement.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Work collaboratively with other leaders, as a trusted advisor, to identify and drive transformational initiatives to optimize capabilities of the organization
- Cultivate partnerships across the HR function to create a holistic HR solution that delivers value added service to management and employees that reflect the business objectives
- Establishes department goals in line with the long term strategic objectives
- Manage the development and talent acquisition process to assure capabilities will meet needs
- Manage the performance appraisal and goals assessment process
- Manage and develop the HR team
- Drive results through process improvement
- Ongoing work related to employee engagement and leverage best practices
- Support transition to a hybrid operating model
- Provides guidance/counsel on business unit restructures, workforce planning, training and individual coaching needs
- Manages employee relations functions. Provides counsel and advice to employees at all levels
- Analyze HR trends and metrics to develop solutions, programs and policies
- Contributes to the preparation and dissemination of EEO/AA plan in accordance with applicable laws and regulations, reports of personnel, recruitment, and other programs
- Oversees the maintenance and updating of the employee handbook; recommends policy and procedure changes
- Maintains knowledge of trends, best practices, new technologies in human resources and talent management; applies this knowledge to changes in policies and practice

## **REQUIREMENTS**

- Bachelor's degree in Human Resources or related field from accredited college or university
- MBA or Advanced degree in Human Resources is desirable
- Proficient with MS Office Suite (Excel, Outlook, PowerPoint, and Word); Workday experience a plus
- 10-15 years of experience in strategic and operational human resources leadership roles
- 5+ years of people management experience

## **SKILLS**

- Excellent communication skills (written, oral, and listening) are required
- Strategic in thought and approach
- Ability to execute on day-to-day tasks as well as strategic initiatives
- Displays a high degree of professionalism and responsive in a fast-paced environment
- Planning, delegating, problem solving and decision making skills
- Ability to see both an employee's and manager's side of an issue; ability to confront people when their attitudes or behavior put the organization at risk legally or ethically