

Director of Human Resources

Department: Human Resources (Finance & Administration)

Reports to: Vice President and Chief Administration Officer

Grade: N/A – exempt from bargaining unit

Summary: Guided by UU principles and the Universal Declaration of Human Rights, UUSC is a human rights organization that strives to advance human rights, dismantle systems of oppression, and uplift and affirm the inherent worth and dignity of all people. We focus our work in the pivotal areas of justice: Migration, Climate Change, and Crisis Response. We center the voices and experiences of those most affected and strengthen those grassroots groups and movements who are organizing themselves to advance these goals. To accomplish this, we offer Justice Education and Leadership Development, Engagement and Mobilization for Advocacy, and Grantmaking and Partner Support.

The Director of Human Resources (HRD) will be responsible for all aspects of the human resources function of the Unitarian Universalist Service Committee (UUSC). At the strategic level, the HRD will anticipate UUSC's human resource needs in partnership with leadership and develop plans to accomplish those objectives. Furthermore, the HRD will be responsible for overseeing and implementing those administrative activities, policies, and procedures necessary for the effective management of human resources, including – but not limited to – the following: recruitment; compensation and benefits administration; performance management; employee/labor relations; staff development and training; HR budget control; personnel records management; and personnel-related compliance. This position supervises the HR Assistant.

Essential Duties and Responsibilities:

- Develop human resources and staff development plan for UUSC based on the strategic direction of the organization.
- Work with the management team to ensure full uptake of the staff and human resource development needs of the organization.
- Manage the full life-cycle recruitment of staff in collaboration with hiring managers: manage and maintain online postings; conduct screening and reference checks and evaluate reference data; provide guidance in determining hiring salary; extend job offers.
- Develop and conduct orientation for newly hired staff; maintain orientation schedule; partner with supervisors to ensure successful new employee onboarding.
- Assess staff and management-related training needs, facilitating solutions as required.

- Provide training and orientation to managerial staff in the areas of employee selection, assimilation, development, performance management, retention, and compliance.
- Administer staff performance review and evaluation process.
- Manage compensation and payroll administration. Oversee payroll processing by the HR Assistant; serve as backup to process payroll when the Assistant is unavailable. Partner with the Finance department to ensure all salary and benefits adjustments are accurate and timely; partner with management to determine any salary increase guidelines.
- Administer employee benefit plans and programs, including medical, dental, prescription, FSA, COBRA, HIPAA, paid time off and leaves of absence, etc., as well as other voluntary benefit programs.
- Act as a primary liaison to employees, plan administrators, and other benefit service providers on issues that relate to various benefit plans, their eligibility requirements, legal compliance, benefit enrollments and terminations, applicable costs, billing procedures, and related personnel records.
- Ensure compliance with relevant employment laws and regulations on the municipal, state, and federal levels including required reporting and posting.
- Provide counsel and interpretation to staff and management of human resource policies and procedures.
- Counsel management and employees on the full range of employee relations and performance-related issues.
- Investigate and help determine management response to employee complaints, including harassment, discrimination, unfair treatment, and other violations of UUSC policy.
- Facilitate and support execution of internal events and programs to promote and foster inclusivity and belonging for all staff, including training around diversity, equity, and inclusion (DEI). Translate DEI strategies into well-defined projects with focused deliverables, goals, timelines, and key metrics, enabling leadership to evaluate progress.
- Participate in the development of the strategic plan for the organization in partnership with other members of management. Provide counsel to other members of management in the development and/or modification of the organizational structure.
- Provide counsel to the VP/CAO, UUSC's primary liaison to the staff union, on issues that relate to labor negotiation, contract compliance, union grievance, and other bargaining unit issues when required.
- Conduct exit interviews and assist with investigation and response to unemployment claims.
- Establish the annual workplan for the HR Assistant and assign projects as appropriate; responsible for performance evaluation of the Assistant.
- Other management duties as assigned by the President and/or VP/CAO.

Qualifications:

- Minimum 8 years of experience in human resources or business management including at least 5 years of HR generalist experience, preferably in a union environment. Experience in a progressive nonprofit is desirable.

- A degree in Human Resources or related discipline.
 - SHRM-SCP or SPHR certification preferred; CEBS or other HR, compensation, or benefits certifications a plus.
 - Solid understanding and experience in employee benefits administration.
 - Experience with outsourced payroll; ADP Workforce Now experience is highly desirable.
 - Strong organizational, communication, and PC skills are required.
 - A deep understanding of and commitment to organizational diversity, equity, inclusion, and belonging. Sensitivity to cross-cultural values. Ability to negotiate and resolve conflict related to identity, culture, class, gender, ability, power, etc.
 - Demonstrated ability to listen, problem solve, and strategically troubleshoot.
 - Strategic organizational capabilities to positively impact internal change and develop successful approaches to various challenges as they arise.
 - Personal commitment to the values and mission of UUSC.
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Compensation and Benefits:

Starting Annual Salary: Competitive salary based on experience (starting annual salary between \$130,000 – \$150,000 per year).

Employment Benefits: UUSC offers a generous benefits package including health, dental, and life insurance, STD/LTD, 403(b) tax deferred annuity, flexible spending plans for medical and dependent care, commuter allowance, generous paid time off and retirement plan with contribution from UUSC equivalent to 9% of salary to pension account after 1 year of job retention.

Non-Discrimination and Equal Employment Opportunity:

UUSC's mission affirms and celebrates the inherent dignity and power of every person. We are committed to creating a diverse and talented team to achieve that mission. UUSC is an Equal Opportunity Employer and is committed to the full inclusion of all. UUSC is deeply committed to ensuring that our organizational culture, policies, and employment practices embody equity and justice.

Interested candidates may email a cover letter and résumé in confidence to:

hrd-search@uusc.org

or mail to: Unitarian Universalist Service Committee (Attn: Director of Human Resources), 689 Massachusetts Avenue, Cambridge MA 02139

For more information about the Unitarian Universalist Service Committee, please visit the UUSC website at: www.uusc.org

Principals only. No agencies, please.