



United Way
of Greater Rochester
and the Finger Lakes

UNITED WAY OF GREATER ROCHESTER AND THE FINGER LAKES CAREER OPPORTUNITY

DIRECTOR OF HUMAN RESOURCES

SUMMARY

The Director of Human Resources provides leadership and guidance to United Way and the Human Resources department. The Director of Human Resources is responsible for setting, administering, and evaluating legally compliant human resources policies, procedures, practices, and identifying and implementing strategic talent management goals. This position is responsible for leading a positive culture to ensure employee satisfaction and to ensure employees live the values to serve United Way's great mission.

ESSENTIAL FUNCTIONS

- As a member of the Leadership Team, help to define and execute the strategic plan and goals; identify ways to support the organization through talent management
- Strategize, plan, and direct the activities of the Human Resources department including; foster retention and development of employees, employee engagement, staff recruitment and selection to identify new talent to support growth, compensation, leave management, employee life cycle and employee relations etc.
- Identify, create and implement opportunities to promote diversity, equity, inclusion and belonging
- Staff and support the Board Executive Committee
- Provide leadership and guidance to the HR Generalist who assists with the day to day operations of Human Resources
- Oversight of compliance for employment records, handbook, benefits, insurance, safety, local, state and federal laws, regulations, requirements, and risk management as it pertains to Human Resources. Monitor and ensure compliance with United Way's legal obligation to employment laws.
- Develop and maintain competitive compensation packages including payroll and benefits
- Develop and oversee the HR department budget and manage expenses
- Collaborate with all departments and employees as it pertains to Human Resources needs
- Provide conflict resolution, mediation and is responsible for investigations if needed
- Responsible for maintaining Human Resources records
- Serve as a member of internal, cross-departmental committees
- Lead performance appraisal tools and resources
- Consistently demonstrate the values of United Way. Ensure that the organization's values are reflected in decision making across the organization.
- Perform other duties as assigned

SKILLS AND COMPETENCIES

- Deep knowledge of broad-based HR functions
- Values diversity, equity and inclusion, possesses cultural humility
- Business acumen
- Strong leadership skills
- Analytical and problem-solving skills
- Expert knowledge of Federal and NYS employment-related laws and regulations
- Excellent verbal and written communication skills
- Interpersonal and conflict resolution skills
- Organizational skills and attention to detail
- Ability to maintain confidentiality

FLSA CLASSIFICATION: Exempt

REPORTS TO: President & Chief Executive Officer

SUPERVISORY RESPONSIBILITY

This position has supervisory responsibility

TRAVEL

Local travel may be required but is rare

EDUCATION AND EXPERIENCE

Bachelors' Degree in a related field with at least five years of human resources and supervisory/leadership experience or equivalent education and/or experience. SHRM or HRCI certification preferred.

JOIN THE TEAM!

United Way of Greater Rochester and the Finger Lakes is a dynamic and collaborative work environment comprised of dedicated professionals who are driven to make our community a better place. Join our team and make an impact serving our region with your time and talent.

OUR MISSION

Our mission is to unite the goodwill and resources of our community so that everyone can thrive. That means that our team is committed to working with local donors, businesses, not-for-profit program partners, municipalities and individuals to make this region stronger and more vibrant together.

OUR VALUES

Our core values define who we are and how we serve our community. United Way and our team members are caring, collaborative, equity-driven, innovative, respectful, results-oriented and trustworthy. United Way strives to ensure employees and external partners always feel valued, connected and empowered.

WHAT WE OFFER

- Competitive financial and wellness benefits
- Generous paid time off, retirement plan, and other fringe benefits
- Hybrid working arrangements
- Opportunities to give back to the community in life-changing ways
- Paid professional development
- Team events and internal committees for connection opportunities and fun!

United Way of Greater Rochester and the Finger Lakes

75 College Avenue • Rochester, NY 14607-1009 P. 585 242-6400 W. UnitedWayROCFLX.org

HOW TO APPLY

Candidates may apply online at: <https://unitedwayrocflx.org/about-us/join-our-team/>

In support of the ADA, this job description lists only the responsibilities and qualifications deemed essential to the position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. United Way of Greater Rochester and the Finger Lakes is an Equal Opportunity Employer. This policy prohibits discrimination on the basis of sex, race, color, religion, creed, national origin, age, marital status, sexual orientation, gender expression, disability, genetic predisposition, veteran status or status as a member of any other protected group or activity.