

SENIOR DIRECTOR HUMAN RESOURCES



SUMMARY

The Senior Director of HR provides leadership and guidance to United Way and the Human Resources Department. This role will provide strategic leadership to the organization thereby ensuring a high performing, engaged, diverse, and inclusive team that operates in accordance with our values. The Senior Director HR is responsible for establishing and administering human resources policies and programs to support the overall business plan and strategic direction of the organization.

ESSENTIAL FUNCTIONS

- Leads with courage by initiating and navigating complex, high-stakes conversations with executive leadership (CEO, CFO, COO, and Board), addressing sensitive issues with clarity, empathy, and integrity.
- Provides timely, direct, and constructive feedback across all levels of the organization, modeling accountability and fostering a culture of continuous growth and development.
- Champions psychological safety by cultivating an environment where employees feel safe to speak up, challenge ideas, and engage in healthy conflict without fear of retaliation.
- Acts as a trusted advisor to senior leaders, demonstrating consistency, transparency, and discretion, while reinforcing a culture rooted in trust, respect, and authenticity.
- Establish and implement HR initiatives that effectively communicate and support the company's mission, strategic vision, and culture of a best-in-class employer.
- Strategize, plan, and direct the activities of the Human Resources department including staff recruitment, diversity, equity and inclusion, compensation, leave management, staff training, leadership team development, employee relations, performance management, succession planning, reward and recognition, and employee engagement.
- Ensure that all employees understand the organizational mission and priorities, organizational structure, policies and practices and how each position fits into achieving organizational goals.
- Ensure leadership and oversight of agency and human resources compliance for employment records, talent acquisition, benefits, insurance, safety, and local, state and federal laws, regulations, and requirements.
- In partnership with the CFO and COO, develops and executes a compensation and benefits plan design that reflects the ability to ensure internal equity as well as external competitiveness; develop and roll out the agency compensation philosophies, policies and best practices.
- Collaborate with the CFO to develop an affordable competitive compensation package including payroll, benefits and workers compensation.
- In collaboration with other members of the senior leadership team, ensure that goals for the organization are set annually, well-communicated, and all individual goals are appropriately integrated up, down and across the organization.
- Track and report the metrics needed to ensure solid talent management decision making, including diversity.

SKILLS AND COMPETENCIES

- Proven experience in a senior HR leadership position.
- Deep knowledge of broad-based HR functions (talent management, recruitment, benefits, learning & development, etc.).
- Knowledge of and experience with HRIS systems.

- Experience in strategic planning and implementation.
- Strong analytical and problem-solving skills.
- Strong supervisory and leadership skills.
- Thorough knowledge of US and NYS employment-related laws and regulations.
- Ability to use metrics and analytics.
- Excellent verbal and written communication skills.
- Interpersonal and conflict resolution skills.
- Organizational skills and attention to detail.

EDUCATION AND EXPERIENCE

Required:

- Strong experience implementing executive-level strategies and ongoing diligence to ensure sustained success.
- Bachelor's degree in Human Resources, Organizational Development or another related field.
- At least ten years demonstrated executive experience in human resources, organizational development, learning and development, and diversity.
- Experience maintaining personal/professional competence and working to create an environment of courtesy, respect, enthusiasm, and a positive attitude in all interactions both internal and external to the organization.

Preferred:

- Master's degree in Human Resources, Organizational Development or another related field.
- SPHR/SHRM Certification strongly preferred.

REPORTS TO: Chief Operating Officer

SUPERVISORY RESPONSIBILITY: This position has oversight of the HR Manager.

TRAVEL: Not routinely required.

FLSA CLASSIFICATION: Exempt

SALARY RANGE: \$112,000-\$119,000

* The expected rate of pay for this position is shown above. Compensation offers are based on a wide range of factors including relevant skills, training, experience, education and, where applicable, licenses or certifications obtained. Market and organizational factors are also considered.

Apply today!!!

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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.

United Way of Greater Rochester and the Finger Lakes

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

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.

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 feel valued, connected, and empowered.

CULTURE STATEMENT

We are committed to creating a welcoming environment that embraces, values, respects, and encourages people to show up as their authentic selves to produce their best work. Together we ensure that processes, policies, and practices foster fairness, belonging, and equity that reflect the views and values of all people within all levels of our organization.

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!

This job description lists only the responsibilities and qualifications deemed essential to the position in support of the ADA. Reasonable accommodations may be provided 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 based on 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.