



Population Connection has retained **Nonprofit HR** to conduct the search for their **Director of Human Resources**

Population Connection is a non-profit organization in the United States that raises awareness of population challenges and advocates for improved global access to family planning and reproductive health care.

Reports to: VP for Administration and Membership Services/CFO

Summary: The Director of Human Resources performs duties at the professional level in all of the following functional areas: employee relations, training, recruitment/employment, affirmative action and employment equity program, benefits management, performance management, onboarding, policy development and implementation, IT management, employment law compliance and payroll functions. This position requires an extremely perceptive person who is capable of relating to individuals at all levels within the organization. The Director must be sensitive to employee morale and organizational needs and will work closely with the VP for Admin & Membership Services/CFO in supporting the offices in DC, CA and AR.

Essential Functions:

1. Administers various human resource plans and procedures for all organization employees; develops and implements policies and procedures to include the employee policies and procedures manual.
2. Communicates with employees and management on various human resource policies, procedures, laws, standards and other government relations.
3. Maintains employee files.
4. Administers the compensation program; monitors the performance evaluation program and revises, creates/updates job descriptions as necessary.
5. Negotiates and manages employee benefits plans, including claims resolution; communicates benefits information to employees and manages open enrollment.
6. Manages all compliance testing including 5500, 415 Limit test, etc.
7. Conducts recruitment effort for all exempt and nonexempt positions, temporary employees; manages internship partnerships and application process; conducts new-employee orientations; monitors career-pathing program; writes and places advertisements.
8. Handles employee relations counseling, outplacement counseling and performs exit interviews. Coaches, counsels and guides managers before executing employee disciplinary actions.
9. Responds to employee relations issues such as employee complaints.
10. Maintains company organization charts and the employee directory.

Qualified applicants, please forward a cover letter, resume, and salary requirements to: Yvonne Rivera, Director, Talent Acquisition, Nonprofit HR, yrivera@nonprofithr.com.



11. Maintains and coordinates employee recognition programs. Coordinates office holiday party, staff retreat.
12. Manages IT outsource vendor.
13. Maintains compliance with federal, state and local employment and benefits laws and regulations.
14. Represents the organization for any unemployment claims.

Other Duties:

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Qualifications:

- Bachelor's degree.
- Current PHR/SPHR certification required.
- 7-10 years' experience as an HR professional in a nonprofit or government agency.
- Working knowledge of federal, state, and local existing and proposed laws/regulations affecting human resources management. Ability to interpret appropriate laws and policies and ability to advise management and employees accordingly.
- Committed to the pro-choice agenda and progressive values.
- Excellent verbal and written communications skills.
- Computer proficiency.
- Proven organizational and management ability.
- Highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced environment

Position Type/Expected Hours of Work:

This is a full-time position. Standard days and hours of work are Monday through Friday, 9:00 a.m. through 5:00 p.m.

Travel:

Some travel may be required

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