



## **HUMAN RESOURCE DIRECTOR JOB ANNOUNCEMENT**

Ability Housing seeks qualified candidates for the position of Human Resource Director.

**Position Type:** Full time, Exempt, Salaried

**Location:** Jacksonville, Florida

### **Position Summary**

The Human Resources Director is responsible for all agency human resource operations and practices. As a senior executive and team member within the organization, the Human Resources Director oversees workforce planning, development, and relations; talent recruitment, onboarding, and management; employee engagement, learning, and performance appraisal; compensation, benefits, and policy administration; staffing diversity, equity, and inclusion; and staff wellness, risk mitigation, and retention. The Human Resources Director acts as an internal consultant and partner to company leadership on all human resource issues including those that affect business relationships, performance, and outcomes. The Human Resources Director partners with cross functional leadership to administer an employee-oriented human resource management and organizational culture, providing guidance at the executive leadership level on all labor related matters. The Human Resources Director maintains the human resource information system. The Human Resources Director is part of the company's senior leadership team and reports directly to the Chief Executive Officer.

### **Primary Position Responsibilities**

The Human Resources Director is critical to the company's healthy operations and sustainable growth and is responsible for providing direct support for all human resources practices and processes.

- Develops and implements human resource strategies and initiatives scaled with company's overall strategic plan and an optimal organizational culture
- Establishes and maintains human resource policies, procedures, and systems within compliance of labor laws, legal and regulatory requirements, and best practices
- Develops and implements the full talent management process including strategic sourcing, onboarding, professional development, performance appraisal, team building, succession planning, recognition, and retention
- Develops and oversees a performance management process that drives high performance across the organization
- Collaborates with the leadership team and applicable vendors to design and implement a compensation package that attracts and retains talent



- Manages employee relations, concerns, and support needs
- Creates a positive working environment and culture for employee engagement, motivation, morale, and retention
- Serves as the primary communicator of personnel matters to the workforce
- Maintains personnel records for all employees with completeness and compliance with all applicable requirements
- Maintains an up-to-date human resource manual and employee handbook
- Administers and maintains the company's human resource information system
- Reviews company policies, standard operating procedures, and individual job descriptions to accurately reflect roles and responsibilities and ensure adequate staffing
- Analyzes and reports human resources metrics to management for decision support
- Stays informed on human resource obligations, trends, best practices, and the competitive landscape
- Ensures consistency and compliance in all aspects of human resource management

### **Minimum Qualifications**

The successful candidate will have the following desired qualifications:

- Minimum of bachelor's degree in human resource management or related
- Active human resource certification (SHRM Senior Certified Professional preferred)
- Minimum of 10 years' experience as a human resource executive
- Five or more years' of experience working with senior leadership
- Experience in the nonprofit and/or real estate development sector highly beneficial
- Demonstratable experience with human resource information systems and metrics
- In-depth knowledge of labor laws and regulations
- Excellent interpersonal and communication skills, both verbal and written
- Capacity for productive relationships, staff development, and collaborative teams
- Computer literacy and competency required (i.e., proficient with Microsoft Office)
- Organizational and results driven skills within a fast-paced multitasked environment
- Ability to maximize productivity and efficiency and minimize risks and liabilities

### **Work Schedule and Environment**

Ability Housing offers a flexible work schedule and hybrid work environment. Schedules may vary based upon the demand of each position and staff accommodation. This position primarily requires a regular daily (Monday through Friday work week) in-person presence. After hours, weekend duties, and some travel are required at times.

### **Pay Range and Benefits**

\$90,000 - \$110,000 (Salary and benefits commensurate with experience)



Ability Housing offers competitive compensation and benefits including medical, dental, vision, life, LTD, paid vacation and holidays, and retirement.

## **About Ability Housing**

Ability Housing is a 501(c)3 nonprofit affordable housing developer committed to improving the quality of life for the residents and the communities in which it operates. Ability Housing's mission is to build strong communities where everyone has a home. Its vision is a society where housing is a right, not a privilege; and all individuals have safe, affordable housing in vibrant communities.

To achieve these, Ability Housing develops and operates quality rental housing affordable for persons with extremely limited incomes, administers rental assistance to help chronically homeless households access market housing, and partners with area service organizations to ensure residents have the supports they require to maintain their housing and increase their self-reliance.

Ability Housing is a mission-oriented organization that continues to grow operationally and geographically. This is an extraordinary opportunity to join a unique nonprofit that is entering its next evolutionary phase. Human capital is Ability Housing's most important asset, and the Human Resource Director will ensure an optimal performance culture amongst a diverse and talented workforce.

Ability Housing is an Equal Opportunity Employer.

*Ability Housing is firmly committed to equal employment opportunity (EEO) in recruitment, hiring, training, and promotion of persons based on merit, qualifications, and competence. Except in cases where required or permitted by law, employment decisions and practices shall not be influenced or affected by virtue of an applicant's race, color, sex, sexual orientation, national origin, age, religion, handicap, or any other characteristic protected by law.*

## **How to Apply**

To apply for this position, please email cover letter and resume in PDF format to **XX**.

## **Application Deadline: June 10, 2023**

Application materials will be reviewed on a rolling basis until that date. Early applications are encouraged.