**POSITION**: Executive Director of Human Resources

**REPORTS TO**: VP of Finance & Administration/CFO

**LOCATION**:  Lakeland, FL

**WHO WE ARE**: The mission of One More Child is to provide Christ centered services for vulnerable children and struggling families and we believe a successful employee will exemplify our 4 core values of being humble, hungry, wise, and called.

**JOB SUMMARY**: The Executive Director of Human Resources leads a team that oversees all human resource functions of FBCH and One More Child including, but not limited to, new hire administration, payroll, benefits, employee relations, employee performance, supervision, training, retention, and organizational culture. The Executive Director of Human Resources is expected to be knowledgeable in related legal and regulatory issues and to make recommendations to the Vice President of Finance & Administration/CFO to ensure compliance. The Executive Director of Human Resources is also responsible for developing and maintaining personnel policies and procedures for the agency.

**ESSENTIAL DUTIES AND FUNCTIONS:**

* Supervise the team of Human Resource employees.
* Direct and audit scheduled and as needed payroll processing.
* Oversee new hire administration, including sourcing, recruiting, onboarding and orientation.
* Coordinate with agency leadership to create and maintain job descriptions that include current essential job functions and accurate classification.
* Ensure complete, compliant and timely maintenance of personnel records.
* Provide regular reports to leadership regarding the agency’s human resource metrics.
* Coordinate staff benefits (health, dental, vision, cafeteria plan, disability, retirement, life, workers’ compensation, paid time off, wellness program, etc.), and oversee related administration and reporting.
* Advise and work with leadership in addressing individual and corporate staff training needs.
* Coordinate problem solving and grievance procedures as needed.
* Counsel and assist supervisors with disciplinary issues.
* Coordinate the organization’s annual review process.
* Consult with legal counsel to assist leadership in legal matters and litigation proceedings related to Human Resources.
* Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

* Bachelor’s Degree required, Masters preferred.
* Five or more years’ human resource experience required.
* Relevant license/certification preferred (SHRM-SCP, SPHR, CPLP, etc.)
* Proficient in Microsoft Office required.
* Experience with ADP preferred.

**KNOWLEDGE, SKILLS, ABILITIES AND OTHER CHARACTERISTICS:**

* Present him or herself outside the organization in a manner in keeping with the organization’s core values of humble, hungry, wise, and called
* Dependable, highly motivated self-starter
* Detail oriented, highly organized, and able to handle a variety of tasks and responsibilities in a timely and efficient manner with a high level of quality and accuracy
* Ability to maintain confidential employee, client, and organization information
* Demonstrate effective communication skills, both oral and written
* Ability to understand and follow oral and written instructions, meet deadlines, and work independently and as part of a team
* Ability to build effective professional working relationships internally and externally
* Ability to solve daily problems by analyzing situations, determining appropriate next steps, and implementing
* Ability to maintain a positive attitude that promotes constructive resolution of problems and concerns
* Possess foresight and willingness to delegate
* Possess conflict management skills
* Ability to effectively lead and supervise a team
* Ability to recognize strengths and weaknesses in staff and take corrective actions as necessary
* Possess time and priority management skills
* Possess a commitment to recruit, mentor, train and retain a diverse and effective team
* Possess a general knowledge of standard office practices and office equipment

**HOW TO APPLY**: Apply online at [https://onemorechild.org/available-positions/](https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fonemorechild.org%2Favailable-positions%2F&data=04%7C01%7Cnatalie.jones%40publix.com%7C4c4fe615e78d4e5df6e408d9b36e1ae6%7C623cac68b5d045f191093122c3974cc9%7C0%7C0%7C637738108814978882%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000&sdata=SvF%2BD6zUwtFsET4WQuiGjaPtydVNY%2FhdgRi81v3nfsQ%3D&reserved=0)